



Managing Continuous Service / Adjusted Continuous Service Date (ACSD)

SHERYL FRANK, BRAD KRAUSE,
ERIN SCHOONMAKER & KARA WEBBER
UW SYSTEM ADMINISTRATION

Agenda

- Define Continuous Service Date / Adjusted Continuous Service Date
- Calculate Continuous Service Date / Adjusted Continuous Service Date
- HRS Entry

Definition

- **Definition:**

- Continuous Service / Adjusted Continuous Service (ACSD) is the total years of employment with the UW or the State, in employment that is eligible to earn *sick leave*.
- See [UPS Operational Policy BN12: Continuous Service](#) for more information.

Definition – Sick Leave Eligibility

- **Who is *eligible* for sick leave:**
 - Faculty/Academic Staff/Limited
 - Covered by the Wisconsin Retirement System (WRS); **or**
 - Expected to work 440 hours (21% for annual-basis and 28% for academic year appointments) for at least one year.
 - University Staff
 - University Staff-Project
- **Who is *not eligible* for sick leave:**
 - Employees-in-Training
 - Student Assistants
 - Student Help
 - University Staff-Temp (LTE)

Continuous Service Date / Adjusted Continuous Service Date

- Uses
 - Absence Management (UW System)
 - Sick Leave Certification (UW System & ETF)
- Entry of Continuous Service Date / Adjusted Continuous Service Date is now required for all WRS covered employees.
- As part of the BAS Project, ETF is collecting the Continuous Service Date / Adjusted Continuous Service Date at the beginning of their work history (i.e., leave earning eligibility).

How Continuous Service Date / Adjusted Continuous Service Date is Calculated

Continuous Service Date / Adjusted Continuous Service Date

- Most common situations will be covered in today's presentation.
- Complicated or confusing situations, contact your AG for help.
- AG can also be contacted to verify that the date has been calculated correctly or for general questions.

Continuous Service Date / Adjusted Continuous Service Date

- Process for determining Continuous Service Date / Adjusted Continuous Service Date for the following:
 - New Employee
 - Rehired Employee
 - Employee with prior State of WI service
 - Note: There are some State Agencies where service does not count. See the [Quick Guide to Continuous Service / Adjusted Continuous Service](#).

Where Can Hire and Termination Dates be Found?

- Employee's Personnel File
- HRS for employees with prior UW System service
 - Job History report in EPM for service prior to HRS implementation (4/10/2011) **or**
 - Contact AG for assistance.
- ETF ONE system (Previous Service and Benefit Inquiry)
 - ETF ONE system is informational only to verify dates found in employee's Personnel File and HRS or if for an employee with State of WI service if the Personnel Transfer Record cannot be found.

Use the information found in these sources together, one source may not provide the dates needed.

Note: If a discrepancy is found between these sources, contact your AG to help determine how to correct HRS or ETF ONE for UW System service.

Continuous Service Date New Employee

- New Employee – in a sick leave earning position, no prior UW System eligible service or prior State service
 - Date of Hire in a sick leave earning position is the employee's Continuous Service Date.
 - Examples of a New Employee include:
 - Employee with no prior UW System or State service.
 - Employee with prior University Staff-Temp (LTE) service.
 - Employee with prior Employee-in-Training, Student Assistant or Student Help service.

Adjusted Continuous Service Date Rehired Employee

- Rehired Employee – in a sick leave earning position, prior UW System eligible service, no prior State service
 - See New Employee process if employee has only University Staff-Temp (LTE), Employee-in-Training, Student Assistant or Student Help service.
 - Use the Continuous Service Adjustment Worksheet found in [KB 19961](#).
 1. Enter the employee's First Start Date (start date in a leave earning position).
 2. Enter the employee's First Termination Date (termination date in a leave earning position).
 3. Enter the First Rehire Date (rehire date in a leave earning position). The Adjusted Date field will give you the Adjusted Continuous Service Date.
 4. Repeat steps 2-4 for each subsequent rehire and termination date in a leave earning position.
 - Second Termination Date
 - Second Rehire Date
 - Adjusted Date

Continuous Service Adjustment Worksheet

	A	B	C	D	E
1	Continuous Service Adjustment Worksheet				
2					
3	Enter the Start Date-->	3/7/1988			
4	Enter First Quit Date	11/11/1999			
5	Enter First Re-hired Date	5/8/2000			
6	Adjusted Date	9/2/1988			
7					
8	Enter Second Quit Date				
9	Enter Second Re-hire Date				
10	Adjusted Date	9/2/1988			
11					
12	Enter Third Quit Date				
13	Enter Third Re-hire Date				
14	Adjusted Date	9/2/1988			
15					
16	Enter Fourth Quit Date				
17	Enter Fourth Re-hire Date				
18	Adjusted Date	9/2/1988			
19					
20					
21					

Adjusted Continuous Service Date Employee with State of WI service

- Employee with prior State of Wisconsin service, the same steps as a rehire are followed except:
 - The First Start Date, First Termination Date and depending on the employee's situation possibly First Rehire Date and Second Termination Date can be obtained:
 - 1) Reviewing the employee's Personnel File (Personnel Transfer Record)
 - 2) Contacting the other State agency
 - 3) Reviewing ETF ONE system (informational only to verify dates found in employee's Personnel File or if the Personnel Transfer Record cannot be found)

ETF ONE system (Previous Service and Benefit Inquiry)

Logout
Return to the ONE page.

Wisconsin Retirement System (WRS)
Previous Service and Benefit Inquiry

Employee Social Security: (000000000)

Name:
Birthdate:

Previous Service (Dates prior to 1985 do not display)

State	Category	Enrollment Date/ Begin Date Change	Termination Date
0001-110	00	05/11/1998	06/22/2001
0001-131	00	11/12/2000	07/02/2011
0001-131	30	07/02/2011	

Message: Six months state service.

- See [Quick Guide to Continuous Service / Adjusted Continuous Service](#) for information on State Agency service that is not eligible for inclusion in the Adjusted Continuous Service Date calculation.
- If you need access to ETF ONE system complete the [ETF Online Access Security Agreement \(ET-8928\)](#). Forward completed form to the UW System Service Center WRS Team.

Considerations

- Employees are eligible to earn Continuous Service for UW System employment if the employee is in a sick leave-earning position as outlined in [UPS Operational Policy BN3: Sick Leave](#).
- Continuous Service is **adjusted** for any *break in service* or *time in service that does not count as continuous service*.
- Continuous Service is not prorated for *part-time* employment.

Considerations

- UW System recognizes time in continuous employment status at other State of Wisconsin agencies as outlined by the Division of Personnel Management (DPM).
 - Note there are certain State Agencies that are not eligible for inclusion in the Continuous Service calculation. See the [Quick Guide to Continuous Service/Adjusted Continuous Service](#) for additional information.
- Service with *local municipalities* (i.e., local government, local school district) is **not** eligible for Continuous Service.
- *Continuous Service / Adjusted Continuous Service* is **different** than Wisconsin Retirement System (WRS) *Creditable Service*.

Consideration: Reinstatement

- Continuous Service is uninterrupted if an employee leaves service through resignation or layoff and is reemployed to eligible University employment within his or her reinstatement period.
- The time between an employee's resignation date and reinstatement date do not count towards the employee's continuous service.
- The reinstatement periods are different for Faculty/Academic Staff/Limited and University Staff.

Consideration: Reinstatement

- Continuous Service will be adjusted to reflect the total duration of service for both periods of employment, adjusted for any breaks, if the employee:
 - Returns within 3 years
 - **Faculty/Academic Staff/Limited** appointee terminates and returns to a sick leave eligible **Faculty/Academic Staff/Limited** appointment.
 - Returns within 5 years
 - **Faculty/Academic Staff/Limited** appointee terminates and returns to an eligible **University Staff** appointment.
 - **University Staff** employee terminates and returns to an eligible **University Staff** or **Faculty/Academic Staff/Limited** appointee position.
 - **State of WI agency** employee terminates classified employment and starts an **eligible appointment at the University**.
- If an employee returns outside of these periods, Continuous Service / Adjusted Continuous Service Date resets.

Consideration: Leave of Absence

- Continuous Service is considered uninterrupted and is not adjusted for a break if the employee:
 - Was on an approved leave of absence as provided under UPS Operational Policy BN4: WI and Federal Family Medical Leave Acts or UPS Operational Policy BN8: Non-Medical Leave of Absence.
 - Was absent on military leave as outlined in UPS Operational Policy BN9: Military Leave.

Consideration: C-Basis (Academic Year) Employee

- If the position has the expectation of continued employment, the summer months while an employee is on short work break does not reduce the Continuous Service Date.

How Continuous Service Date / Adjusted Continuous Service Date is Entered in HRS

HRS Entry Requirement

- Continuous Service / Adjusted Continuous Service Date is required for all WRS enrolled employees.
- HRS entry compliance timeline – **September 1, 2017.**
- Data clean up of missing dates for FA/AS/LI employees will be entered in HRS by the end of August by the Service Center.




Adjusted Continuous Service Date in HRS

- Person Data: Workforce Administration > Personal Information > Modify a Person, UW Personal tab



Biographical Details | Contact Information | Regional | **UW Personal**


TRAIN TRAINER Empl ID 00000000

UW Additional

Adj Cont Svc Dt 

Release Home Information:








UW Additional Fields Find | View All First  1 of 1  Last

*Effective Date 

Foreign Nat Working Outside US	Foreign Nat Working Inside US
Foreign Nat Working Outside US: <input type="checkbox"/>	Applied for SSN or ITIN: <input type="checkbox"/>

Selective Service

Registered Reason Signature Date

 Save  Return to Search  Notify  Refresh  Add  Update/Display  Include History

WED Report

- WED report:
UW_HR_MISSING_ADJ_CONTINUOUS_SVS_DT

Workflow Exception Dashboard

Hello TRAINER, you have claimed 0 and completed 0 errors.

Module: Priority: Business Unit: Dept ID: (or) DeptID (like):

View All | | First 1-11 of 11 Last

Error ID	Priority	Error Desc	Module	Total Errors
1 UW_HR_DESIGNATE_PRIMARY_JOB	High	HR Primary Job Requires Designation	HR	6519
2 UW_HR_MISSING_ADJ_CONTINUOUS_SVC_DT	High	New CP Employee is missing Adjusted Continuous Service Dt; Absence cannot run their calc processes.	HR	69
3 UW_HR_MIXED_FLSA_STATUS	High	Employee has numerous active job records with varying FLSA statuses	HR	3933
4 UW_HR_NEW_HIRE_HOLD	High	New Hire Hold - Missing Job Data	HR	37
5 UW_HR_REH_RET_EMP_INCORRECT_REH_ANNUITANT_FLG	High	Rehired Retired Employee with Incorrect Rehired Annuitant Flag	HR	3
6 UW_HR_MISSING_OR_INCORRECT_DATE_OF_BIRTH	Medium	Missing or Incorrect Date of Birth	HR	2
7 UW_HR_MISSING_SSN	Medium	Employee has invalid or missing SSN	HR	3
8 UW_HR_OVERMAX_UNDERMIN	Medium	Employees with over the maximum or under the minimum salaries that have not been reviewed.	HR	640
9 UW_HR_UNC_NO_DEFAULT_SCHED	Medium	Unclassified employee without a default schedule; current schedule like ZERO	HR	21
10 UW_HR_MISSING_BUSINESS_ADDRESS	Low	Employee has a missing or incomplete business address	HR	73
11 UW_HR_MISSING_HOME_ADDRESS	Low	Missing a Home or Mailing Address	HR	167

Resources

Service Center HRS Projects Readiness Page

- Use to access project resources before, during and after implementation.
- One stop shop for resources relating to HRS projects.
- Links to KBs and policies.

Questions?