PHR Employment Date Definitions

DATE FIELD	RULES	ELIGIBILITY EFFECTS	POPULATION
Original Hire Date to State	Set to date of first service with the State IF that State Service was at least 180 days in an allocated (i.e., Regular) position. Else, defaults from Hire Date to USM (if set), or Hire Date to Institution. <u>Reset</u> - Never, unless correction.		Regular employees & Contingent II
Hire Date to USM	Set to date of first service with USM in an allocated (i.e., Regular) position. Else defaults from Hire Date to Institution. <u>Reset</u> - If LWOP or break in service > 3 years, reset to date of return to Regular service.	Advanced Sick Leave; Leave Reserve Fund; Tuition Remission for self. Based on contract for Contingent II	Regular employees & Contingent II
Hire Date to Institution	Defaults from Position Start Date of first service with the Institution in an allocated (i.e., Regular) position. <u>Reset</u> - If LWOP or break in service > 3 years, reset to date of return to Regular service (i.e., defaults from new Pos Start Date).	LWOP eligibility	Regular employees & Contingent II
Adjusted Service Date to State	Defaults from Original Hire Date to State, then is adjusted as follows: 1) <u>Adjust forward</u> by length of LWOP or breaks in service of > 30 continuous calendar days; or 2) <u>Adjust backward</u> up to 1 year if converting from a Contingent 1 position with >= 50% avg. FTE; or 3) <u>Adjust backward</u> up to 2 years if converting from a Contingent 2 position with >= 50% avg. FTE, prior to January 1997; 4) <u>Adjust backward</u> total years credited if converting from a Contingent 2 position with >=50% avg. FTE after January 1997; <u>Note</u>: there is no credit given for any Contingent service if the avg. FTE of that service is < 50%.	Annual Leave accrual & earning rates; Extended Sick Leave; Family & Medical Leave.	Regular employees & Contingent II Is populated for C2's towards leave, does not apply to c2's until they are in a regular status
Continuous Employment Date at Institution	Defaults from Position Start Date (note: do not reset for subsequent, concurrent positions). 1) For <u>all employees</u> except Regular Faculty, if LWOP or break in service > 30 continuous calendar days reset to date of return to service (i.e., default from new Pos Start Date). 2) For <u>Regular Faculty</u>, reset after any break in service, but not for any LWOP or Sabbatical. (Note: Regular Faculty are Cat Stats 01, 02, 03, and 15.)	Used to calculate breaks in service.	<u>All</u> employees

Service Awards Date	Defaults from Original Hire Date to State, then is adjusted as follows: 1) Adjust forward by length of LWOP or breaks in service of > 6months continuous calendar days; (exception is Military Leave unpaid). 2) Adjust backward up to 1 year if converting from a Contingent 1 position with >= 50% avg. FTE; or 3) Adjust backward up to 2 years if converting from a Contingent 2 position with >= 50% avg. FTE, prior to July 1997; 4) Adjust backward total years credited if converting from a Contingent 2 position with >=50% avg. FTE after January 1997; Note: there is no credit given for any Contingent service if the avg. FTE of that service is < 50%.	Service Awards	Regular employees Cat Stats: 20 and 33 *Credit for Service for Contingent II's