STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
&
OFFICE OF LABOR RELATIONS

DATE: February 4, 2013

TO: Human Resources Administrators and Human Resources Staff

SUBJECT: **Statewide P-5 Seniority List & Future Automated Calculations**

As you know, the Department of Administrative Services and the Office of Labor Relations have worked together to promulgate statewide seniority lists for several bargaining units. In order to maintain contractual obligations and ensure seniority is updated properly, we are requesting agencies to verify P-5 seniority in accordance with Article 13 of the A&R collective bargaining agreement. The purpose of this letter is to implement procedures that will enable us to generate a statewide P-5 seniority list effective February 1, 2013 from Core-CT.

In order to assist agencies with completing the steps necessary to achieve this objective, agencies must adhere to the following instructions, paying particular attention to all identified areas. Running reports and completing data entry outside of the dates mentioned in this memo will not accurately reflect seniority for the defined "as of" date.

Special Notes:
1. Agencies are reminded the data entered into the Layoff Seniority Date field is for layoff seniority for the P-5 bargaining unit.
2. Agencies are cautioned to make sure of the following:
   * P-5: Seniority data reflects the length of service in the bargaining unit and only includes service after 7/1/1977.
3. Agencies should review all records at their disposal very carefully to ensure accurate seniority calculations. NOTE: When data was moved to Core-CT, some Original Start Dates came over as 1/1/1901 or with no data. Please ensure Original Start Dates are correct.
4. The Time Lost Query mentioned below captures Time and Labor Data. Time and Labor Data is refreshed bi-weekly; unpaid leave in Job Data is refreshed monthly. So, there are times when data between these two sources varies because of the differences in "refresh" cycles. Refer to the Core-CT Job Aids titled, 2013 HR Calendar and Layoff Seniority Date Calculation and Reports.

I. Determine Creditable Service Since the Date of Last Seniority List.

* **Between February 15, 2013 and February 26, 2013**: Run the Time Lost Unpaid Leave report from date of last seniority list using the EPM (Public) Query CT_HR_TIME_LOST_UNPAID_EE_DETL. For example, if the last date that the seniority list was updated by the agency was 09/01/2012, the agency should run the report from 09/01/2012 through the preceding pay period end date.

  Note: This program can be utilized prior to February 15, 2013, however, the data will not have processed for all of January, 2013. Any unpaid time in January, 2013 will not be adjusted on the CT Seniority report until February 15, 2013.

Instructions for Running the Time Lost Report:

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1. Log into the Core-CT Homepage
2. Navigate to Main Menu>Core-CT EPM >Reporting Tools >Query>Query Manager
3. Enter "CT_HR_TIME_LOST_UNPAID_EE_DETL in box to the right of 'Query Name begins with'
4. Click on 'Search'
5. On the line for the query which you want to run, click, 'Run to EXCEL'
6. Answer prompts, i.e., 'Dates From', 'Dates To', and 'DeptID' (using the wildcard% is permitted, for example typing "DCF%" to get results for all DCF Dept IDs)
7. Click 'View Results'
8. Note: If you are running reports for a large agency and the query is processing for more than twenty (20) minutes, schedule the query.

II. Update P-5 Seniority Data as of 02/01/2013.

- Determine layoff seniority as of 02/01/2013. Calculate layoff seniority following bargaining unit guidelines pertaining to layoff seniority for purpose of this seniority list. Direct questions concerning layoff seniority to the Office of Labor Relations: Agency Labor Relations Designees may send any questions about seniority definitions by fax machine (860-418-6491) or call Christine Cieplinski (860-418-6321) or Diane Fitzpatrick (860-418-6327) or via email at Christine.Cieplinski@ct.gov or Diane.Fitzpatrick@ct.gov.
- Keep in mind the type of unpaid leave utilized, if any, as this may require further adjustment to seniority data.
- You may wish to refer to the DAS memo, Calculating Seniority, for further instructions and are strongly encouraged to refer to OLR General Notice 2011-05 – Updated Layoff Procedure and Summary of Layoff Seniority Definitions for updated layoff seniority information. Always refer to the collective bargaining agreement for specific rules pertaining to seniority and direct questions concerning contract interpretation to the appropriate contact at the Office of Labor Relations (see above).
- Between February 15, 2013 through February 26, 2013, make seniority adjustments, if applicable, updating it through 01/31/2013.
- **These adjustments should not be made until after February 14, 2013 or unpaid time not previously processed may be deducted twice.**
- Using the "adjusted" seniority data, manually convert YYMMDD format into MMDDYY (date) format for each employee. Remember, the date format must reflect seniority as of 02/01/2013.

Instructions for Correcting Seniority Dates in Core-CT

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1. Log into the Core-CT Homepage
2. Navigate to Main Menu> Workforce Administration>Job Information>Job Data
3. Enter the "EmplID" or Name of the person whose seniority must be corrected
4. Click on the employee's record
5. You will <u>not</u> need to add a row
6. Navigate to the "Employment Information" tab
7. Find "Layoff Seniority Date" field
8. Check the "Override" box and enter the seniority date to reflect the appropriate seniority date (Years, Months and Days). <u>Note</u>: When reviewing the Layoff Seniority Date field in Employment Data be aware that even though the field is updated once a month by the system, the years, months, and days displayed is based on real-time (as of close of business the previous day), with the assumption that there has been no deduction from the last system update to present. Therefore, information viewed via Core-CT pages may differ from the data on your report.

   • You must first determine the seniority date by converting the last date the agency ran the seniority report, i.e., 12/31/2008, then adjust if there is anytime since 12/31/2008 (date of the last seniority report) that would not count toward seniority (e.g. 20y 1m 10d as of 1/1/2009 would be 11/21/1989. If the employee had 4 days of UL since 1/1/2009 then that date should be adjusted to 11/25/1989.)

9. Press "Save"
10. To capture how the calculation was derived, enter the information into General Comments by navigating to: Workforce Administration>Personal Information>Biographical>General Comments

III. Run Core-CT Seniority Report.
   • Run a "test" seniority report with a <u>February 1, 2013 effective date</u> to ensure data is correct.
   • Important Notes:

     o Agencies can run this report from February 15, 2013 through February 26, 2013**.**

     o All changes must be entered in Core-CT **by February 26, 2013**.

     o The statewide seniority list will be generated on February 27, 2013.

     o Core-CT automatically updates seniority on a monthly basis. Running the report and completing the data entry outside of these dates will not accurately reflect February 1, 2013 seniority.

Instructions for Running the CORE-CT Seniority Report

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1. Log into the CORE-CT Homepage
2. Navigate to Main Menu> Workforce Administration >Workforce Reports>CT Seniority Report
3. Under Run Control ID, select or create a Run Control ID
4. Under Report Request Parameters:
    i. "As of date": enter '02/01/2013'
    ii. Click "company seniority"
    iii. Department Set ID, enter 'AGNCY' or 'UNIVS'
    iv. DEPT ID, enter agency's department number
    v. Union, enter '16' for P-5
5. Click "Run"
6. Under Server Name: enter 'PSUNX'
7. Under Type: enter 'Web'
8. Under Format: enter 'CSV'
9. Click "OK"
10. Click "Process Monitor" at the top right of the page
11. You may need to click "Refresh" periodically until "Run Status" shows as "Success" and "Distribution Status" shows as "posted"
12. Once the report is posted, click "Details"
13. Click "View Log Trace"
14. Under "File List", click on the name of the report, "CTHRR110". **You will need to select the report, which ends with "CSV".**
15. Go to "File", then "Save As" and designate a place to save this report (i.e. Group Drive, etc.)
16. "Save As" type should be 'Microsoft EXCEL'
17. Click "Save"
18. Close Core-CT and work with the saved EXCEL version
19. Format and sort per agency needs

Reminders to this memorandum: All changes must be entered in Core-CT between February 15 and February 26, 2013, close of business. **If run prior to February 15th the results could be incorrect.**

IV. Review and Make Final Revisions to Seniority Data.

- Verify any leave that should not be credited toward seniority has been deducted from the employee's seniority date. Refer to the data obtained via Public EPM Query CT_HR_TIME_LOST_UNPAID_EE_DETL (see Part One above).
- Make final adjustments/corrections to the "Layoff Seniority Date" between February 15, 2013 and February 26, 2013, close of business. (Refer to instructions under Part Two above.)

V. Provided the above steps are completed within the prescribed timeframes by all agencies a Statewide Seniority List for P-5 will be generated.

Once all information has been verified and corrections have been entered into Core-CT, the final report will be generated by the DAS Business Rules and Central Audit Unit. This will be done on or about **February 27, 2013.** DAS will distribute the statewide seniority list to the union, OLR and to agencies simultaneously. The list will be sorted by title.

CONTACT INFORMATION

Contact Shari Grzyb or Heather Tweeddale of the DAS Business Rules and Central Audit Unit with questions concerning these procedures. Contractual questions should be directed to Christine Cieplinski or Diane Fitzpatrick at the Office of Labor Relations.

Linda J. Yelmini

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