

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

DATE: January 18, 2013

TO: Human Resources Administrators and Human Resources Staff

SUBJECT: Statewide NP-2 Seniority List & Future Automated Calculations

In accordance with Article 12, Section Three of the NP-2 (Maintenance and Service Unit) contract, "Seniority lists shall be maintained annually as of January 1. Copies shall be furnished to the Union and posted at each agency, department or facility no later than February 1." The purpose of this letter is to implement procedures that will enable us to generate a statewide NP-2 seniority list effective January 1, 2013 from CORE-CT.

For the past few years staff from the Department of Administrative Services and the Office of Labor Relations have worked together to ensure accurate instructions to verify seniority information in the Core-CT system. Hopefully, this has minimized the amount of time agency staff have spent on manual computation/verification, increased the accuracy of the report, and eliminated the need for agencies to submit individual seniority lists to the union. We are again asking for your assistance in the verification of seniority data so that we can submit one accurate statewide list to the union.

I. Determine Creditable Service Since the Date of 1/1/2012 Seniority List.

- Between January 18, 2013 and January 25, 2013, using the EPM (Public) Query CT_HR_TIME_LOST_UNPAID_EE_DETL, run the Time Lost Unpaid Leave report from 01/01/2012 – 12/31/2012.

Note: This program can be utilized prior to January 18th, however, the data will not have processed for all of December, 2012. Any unpaid time in December, 2012 will not be adjusted on the CT Seniority report until January 18, 2013.

Instructions for Running the Time Lost Report:

1. Log into the Core-CT Homepage
2. Navigate to 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.

Page Two

II. Update NP-2 Seniority Data as of 01/01/2013.

- Between January 18, 2013 through January 25, 2013, make adjustments to the 1/1/2012 seniority list, updating it through 12/31/2012.
These adjustments should not be made until after January 18, 2013 or unpaid time not previously processed may be deducted twice.
- Verify seniority as of 01/01/2013 for all NP-2 employees. 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 attached memo, "[Calculating Salary](#)" for further instructions. Refer to the NP-2 collective bargaining agreement for specific rules pertaining to seniority.
- 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 01/01/2013.

Instructions for Correcting Seniority Dates in Core-CT

1. Log into the Core-CT Homepage
2. Click on 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 not 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). Note: When reviewing the 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 January 1, 2013 effective date to ensure data is correct.
- Important Notes:
 - Agencies can run this report from January 18, 2013 through January 25, 2013.
 - All changes must be entered in Core-CT **by January 25, 2013**.
 - The statewide seniority list will be generated on January 30, 2013.
 - 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 January 1, 2013 seniority.

<p>Instructions for Running the CORE-CT Seniority Report</p>

1. Log into the CORE-CT Homepage
2. Navigate to 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 ‘01/01/2013’
 - ii. Click “company seniority”
 - iii. Department Set ID, enter ‘AGNCY’ or ‘UNIVS’
 - iv. DEPT ID, enter agency’s department number
 - v. Union, enter ‘06’ for NP-2
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 January 18 and January 25, 2013, close of business. **If run prior to January 18th 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 January 18, 2013 and January 25, 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 NP-2 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 **January 30, 2013**. DAS will distribute the statewide seniority list to OLR and to agencies simultaneously. The list will be sorted by agency so that agencies can easily identify and print the seniority list for their employees. This agency-wide list must be posted in accordance with the NP-2 Contract.

Special Notes:

1. Agencies should review all records at their disposal very carefully to ensure accurate seniority calculations. Note: when data was moved over to Core-CT some Original Start Dates came over as 1/1/1901 or with no data. Please ensure Original Start Dates are correct.
2. The Time Loss Query mentioned above 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 HRMS Job Aids entitled, [2013 HR Calendar](#), and [Layoff Seniority Date Calculation and Reports](#).

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 [Ernest Lowe](#) at the Office of Labor Relations.

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