

From: Washington State Agency Human Resource Managers E-mail List
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Sent: Wednesday, March 04, 2009 12:59 PM
To: WAHRMGRS@LISTSERV.WA.GOV
Subject: Tools for Determining Layoff Seniority and Employment Histories
Importance: High

Seniority for Part-Time Employees:

As you may know, beginning July 1, 2005 a part-time employee's seniority date must be adjusted to reflect actual hours worked and/or in paid status.

To determine actual hours worked and/or hours in paid status, apply the following:

- Count overtime hours at the straight time rate (actual hours worked) when worked. Overtime hours are counted regardless of whether or not the employee receives monetary payment or compensatory time.
- Count all paid holiday and leave hours, excluding compensatory time off. Do not count compensatory time taken as those hours are counted in the calculation of all hours worked.
- For overtime exempt part-time employees, exchange time earned should count towards the actual hours worked if there is no record of actual hours worked.
- For non-represented employees only, time spent in leave without pay status is not credited unless the leave without pay is taken for one of the reasons listed in WAC [357-46-055](#).

Listed below are some suggested queries that may assist you in determining a part-time employee's actual hours worked and/or in paid status.

To find the actual hours worked for part-time hourly employees (HRMS):

Access "CATS_DA" and select the variant named 'HOURS FOR PT'. This is a variant created by DSHS. Agencies interested in using this variant first must assess whether or not it will work for their agency. It is important that agencies do not change this variant but rather save their own uniquely named copy and then make any necessary updates.

To find the actual hours worked for part-time salaried employees (HRMS):

In HRMS, access "Wage Type Reporter" along with "CATS_DA" to determine actual hours worked and/or in pay status.

To find the actual hours worked for both part-time salaried and part-time hourly employees (Pre-HRMS):

Query the data warehouse to find actual hours worked and/or in pay status. Agencies that have data warehouse experts can pull this information themselves by performing the following query:

- Regular hours (straight time) and Regular overtime hours (straight time).

If agencies do not have a data warehouse expert, they can email helpdesk@dop.wa.gov and request this information.

NOTE: Agencies can also use old payroll reports or time and attendance hourly timesheets to gather actual hours worked.

Once you have determined the actual hours worked and/or in paid status for your part-time employees, the attached date calculator tool allows you to enter these hours and the calculator will calculate the employee's adjusted seniority date. This calculator was created by DSHS and has been reviewed by LRO and DOP rules staff. Agencies are not required to use the calculator. However, agencies are responsible

for adjusting seniority dates to correctly credit part-time seniority in accordance with the applicable civil service rule or collective bargaining agreement.

Using the calculator tool, enter the part-time hours on the tab titled "Part time worksheet". This will total all hours worked and/or paid status for you. Once you have the total, click on the tab titled "Seniority". Complete the worksheet using the information calculated from the "Part time worksheet". Once the information is entered, the tool will calculate a "Corrected Seniority Date", this will be the adjusted seniority date you will enter into HRMS.

Accessing Employee History:

For HRMS, your HRMS PA Processor can access actions infotype IT0000. This will allow you to view all HRMS actions regardless of which agency performed the action. Because this can be a tedious process, we are looking at the ability to get employee history from Business Intelligence (BI) with some modifications to the existing employee history report. For pre-HRMS, send an email to helpdesk@dop.wa.gov or call 360-664-6400 with the employee's social security number.

Business Intelligence (BI) Report for Seniority Date Calculations:

In the near future, we will be providing a report on the portal titled, "Baseline for Layoff Seniority Calculations Report". This report is a tool for agencies to view employee Seniority Dates and Military Service time. This baseline report, as is, does not provide Seniority Date for layoff purposes. Agencies must perform further analysis to determine what adjustment must be made to Seniority Dates according to civil service rules and/or collective bargaining agreements such as layoff preference for military service, part-time, and LWOP status.

We hope you find this information helpful. If you have any questions on how to access the queries or reports, please send an email to helpdesk@dop.wa.gov or call 360-664-6400. If you have questions on how to calculate part-time seniority, please contact DOP rules staff at rules@dop.wa.gov or call 360-664-6325 for non-represented employees or your assigned LRO representative for represented employees.

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