

## Date of Hire & Original Date of Hire

### **Double Dating**

How many birthdays do you have? Well, if you really want to get technical about it, you only have one, the day you were born, right?! The Original Date of Hire on the EPER screen is like that, too. It only has one date, which never changes. It's the very first date that an employee was EVER hired by the University. Even as a student, or a limited (or casual) appointment--if that's the first time the employee was ever hired, that's the Original Date of Hire. Once it's in PPS, don't mess with it! (You don't mess with your own birthdate, do you? Oh. Well, never mind?.)

Common convention says we actually have many birthdays (yep, once a year, every year). The number of birthday anniversaries is known as your "age", and your current age is ever changing (alas). The Date of Hire in PPS is (kind of) like that, too. Whenever an employee has a separation (break in service) and is rehired, the Date of Hire changes to that rehire date. If you look up F1 (Help) on the "Date of Hire" field it is defined as "MOST RECENT HIRE DATE - Date on which the most recent employment affiliation commenced". So, a break in service + rehire = NEW Date of Hire (which is the rehire date).

Now, Things to watch out for:

A transfer from one UCSB department to another UCSB department without a break in service is neither a separation nor a rehire. The Date of Hire does NOT change-leave it alone! And leave the Original Date of Hire alone too!

A rehire which needs to be processed as a new hire because PPS had purged the employee's information gets a new Date of Hire (the rehire date) naturally. BUT, the Original Date of Hire WILL NOT be the same as the Date of Hire.

A transfer from another UC campus to UCSB without a break in service requires a new hire bundle. Since our PPS doesn't talk to other campus's PPSs, we have to enter this employee as a new hire even though they aren't. (See PPSST! "True Lies" dated 10/13/00 at <http://hr.ucsb.edu/hris/ppsst.htm>) Don't use UCSB's date of 'hire'. Find out the employee's Original Date of Hire and (most recent) Date of Hire from the other campus and plug these dates in.

Summing up:

Original Date of Hire - once established, never changes.

Date of Hire - changes whenever there is a break in service and subsequent rehire.

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