



# How to Determine the Effective Date for a Hire

## HRS Definitions:

**Hire:** Hire is always the first action on the creation of an appointment on an Employee Record in HRS. The employee's first appointment in HRS will be denoted by a hire row on Employee Record 0.

**Add Employment Instance:** Add Employment Instance is an action used to create an additional Employee Record in HRS when an employee has concurrent appointments. When this action is used via JEMS Hire, the result is the creation of a new Employee Record in HRS for the concurrent appointment using the action of Hire.

**Rehire:** Rehire is an action used when an employee's appointment is terminated, and they are hired into a new appointment on the same employee record number after a break in service.

**Short Work Break (SWB):** Short Work Break is used to remove an employee from payroll while the SWB is active. This action is primarily used for 9-month employees (academic pay basis), whose work is primarily done during the academic year (mid-August through mid-May) while the appointment is active. Employees in this status are considered active and typically continue from year to year. The SWB is used for the summer months when the 9-month appointment is inactive.

**Return from Short Work Break:** Return from Short Work Break is used to return the employee from break to active payroll status.

**Transfer:** Transfer is an action used when an employee moves from an active appointment to a new appointment without a break in service. An employee who never holds more than one appointment at a given time (no concurrent appointments) should only ever have an Employee Record 0 in HRS.



### Scenario #1

IF:

- Hire is not a current State of Wisconsin employee, **or**
- Hired individual does not have an employee ID, **or**
- Hired individual does not have an active employee record, **or**
- Hire is already an employee of UW-Madison, UW System or another UW Institution and the new appointment is in addition (concurrent) to their current appointment

THEN:

- Action = Hire, Rehire or Add Employment Instance and
- Use the chart below to determine effective date of hire

Employee Category	Abbreviation	Hire Date in HRS
Faculty	FA	The first date the person starts work.
Academic Staff	AS	The first date the person starts work.
Limited Appointee	LI	The first date the person starts work.
University Staff	CP	The first date the person starts work.
University Staff Fixed-Term Finite	CJ	The first date the person starts work.
Temporary Employee	CL	The first date the person starts work.
Employee-in-Training	ET	The first date the person starts work.
Student Assistant	SA	The first date the person starts work.
Back-up Appointment for US and AS	OT	The first date the person starts work in the limited position.

When a 9-month appointment (academic pay basis) is hired for the start of the academic year and the department determines the employee will be paid on a Summer Session or Summer Service appointment in the summer prior to the academic year start date, the following things need to occur:

- Create a PVL waiver for the Summer Session or Summer Service appointment
- If the 9-month appointment is already in HRS, contact your Talent Recruitment and Engagement (TRE) representative to request the hire date match the summer appointment hire date. If the 9-month appointment has not been entered in HRS, push it to HRS from JEMS Hire using the start date of the Summer Service or Summer Session appointment. Once the 9-month appointment is in HRS and has the summer hire date, manually add the Short Work Break (SWB) row, using the summer hire date.
- The Return from SWB row must be manually entered as of the first day of the academic year for the 9-month appointment.



## Scenario #2

IF:

- Hire is a current State of Wisconsin employee, **or**
- Employee is a current employee of UW-Madison, another UW Institution or UW System employee, **and**
- New appointment is not in addition to the employee's current appointment

THEN:

- Action = Hire or Transfer and
- Use the chart below to determine effective date of hire

Current	Moving To	Hire Date in HRS
CP, CJ, FA, AS, LI	CP, CJ, FA, AS, LI	<p>If the current appointment ends on a Friday and the new appointment starts the following Monday, the transfer date should be the Sunday. The two units will split the weekend. The appointment letter must reflect the start date of Sunday.</p> <p>If the new appointment starts mid-week, the transfer date should reflect the first date of work.</p>
CL	CP, CJ, FA, AS, LI	First day the employee actually works in the new appointment.
CP, CJ, FA, AS, LI	CL	First day the employee actually works in the new appointment.
ET, SA	CP, CJ, CL, FA, AS, LI,	First day the employee actually works in the new appointment.
ET, SA	ET	<p>If the current appointment ends on a Friday and the new appointment starts the following Monday, the transfer date should be the Sunday. The two units will split the weekend. The appointment letter must reflect the start date of Sunday.</p> <p>If the new appointment starts mid-week, the transfer date should reflect the first date of work.</p>

