

### Date Specifications (0041) Code Descriptions

Sub Type Code	Date Specification Type	Description	How Populated	Additional Maintenance Required	Next Steps Needed
01	<b>Original Hire Date</b>	This date indicates the employee's first original hire date. Once created/converted in SAP, this field is grayed out as it should never be changed.	Automatically during new hire action.	None, this date does not changed once created.	None
NR	<b>Def Comp Ret Date</b>	This date is used by the Deferred Compensation Administrator for administration of deferred compensation plans and is manually maintained.	Manually by Deferred Compensation Administrator.	Manually by Deferred Compensation Administrator	None
U1	<b>City Service Date</b>	The length of service is determined from the first date of any initial appointment and continues unless there is an unprotected break of service.	Automatically during new hire action, then manual maintenance needed.	Continued manual maintenance is required by Bureau OBPA's if employees take unprotected breaks in service.	None
U2	<b>Job Class Annv. Date</b>	This date is the first day of an employee's appointment to the job class.	Automatically during new hire action, then manual maintenance needed as employees change to other job classes.	This date should be manually changed by the Bureau OBPA's during actions that move employees to another job class.	In SAP, the start date of info type 0008 Basic Pay is the key date for Merit Increases and Salary Changes. As needed, populate the "Next Increase Date" field in info type 0008 for employees in pay scales when multiple Basic Pay records exist.
U3	<b>Vac Accrual Date</b>	This date indicates the date on which the employee's vacation accrual is based and should include any adjustments for increased accrual rate. At time of hire, the effective date of the hire is used.	Automatically during new hire action.	This date should be manually changed by the Bureau OBPA's during actions if appropriate for increased accrual rate. May also need to be modified for periods of unpaid leave.	Work with the Central Time Administrator to affect the appropriate change to the employees vacation accrual rate if approved for increased accrual rate.
U4	<b>Date last worked</b>	This date is used for PERS administration, and indicates the last day the employee worked prior to the first day of their separation.	Automatically during all separation actions; Layoff, Retirement and Separation.	None, this date should likely not need to be changed once created.	None
U5	<b>Separation Date</b>	This date indicates the first day of an employee's separation from the City.	Automatically during all separation actions; Layoff, Retirement and Separation.	None, this date should likely not need to be changed once created.	None
U6	<b>Temp/LT Dur Job Class Annv</b>	This date is the first day of an employee's appointment to a job class on a temporary or Limited Duration basis.	Automatically populated during Temporary and Limited Duration actions.	None, this date should likely not need to be changed once created.	None required, but you may also want to create an IT0019 Date Monitoring to remind you when the temporary or limited duration appointment ends.
U7	<b>Rehire date</b>	This date indicates the first day the employee was rehired after a separation.	Automatically populated during the Rehire action.	May need to be manually changed if the employee separates and rehires multiple times.	None



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U8	<b>Bureau Start Date</b>	This date indicates the first day the employee entered the Bureau and is used by some Bureau for various job bidding purposes.	Automatically populated during new hire action.	This date should be manually changed by the BHR Quality Assurance Role during actions that move employees to another Bureau.	None
UA	<b>Sworn Date</b>	This date indicates the date the employee is sworn in, this date may or may not be the same as the hire date. Used by the Police and Fire Bureaus for reporting and workforce/succession planning purposes.	Must be manually populated as needed.	Continued manual maintenance will be required by Police and Fire Bureau OBPA's if this date changes.	None
UB	<b>Longevity Date</b>	This date indicates the length of time an employee in the Police and Fire Bureaus have been working as a sworn employee.	Must be manually populated as needed.	Continued manual maintenance will be required by Police and Fire Bureau OBPA's if this date changes.	None
UC	<b>Ret. Comm. date</b>	This date indicates the date the Police and Fire Bureau employee has specified for the retirement effective date. Allows greater vacation accruals from date notified until that date is reached.	Must be manually populated as needed.	Continued manual maintenance is required by Police and Fire Bureau OBPA's if this date changes.	Work with the Bureau Timekeeper to modify infotype 2012 to affect the appropriate change to the employees vacation accrual rate.
UD	<b>Temp Assgn End Date</b>	This date indicates the end date of an existing temporary assignment.	Must be manually populated as needed. Can be entered during the temporary or limited duration appointment action.	This date should be manually added or changed by the Bureau OBPA's as needed.	None required, but you may also want to create an infotype Monitoring of Tasks 0019 to remind you when the temporary or limited duration appointment ends.
Seniority date is stored in info type 9001 "Seniority" and indicates an employee's job class seniority.					
Changes to this infotype lock the infotype, only the BHR Quality Assurance role may unlock.					

