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Overview

Seniority maintains the information used to determine the order of layoff and reemployment in a district or community college. Districts and community colleges must maintain seniority information for both classified and certificated employees. The basis for maintaining seniority information is defined in the California State Education Code (EC).

Certificated Employees
EC Section 44845 / 44846 / 44955 / 87414 / 87743

EC 44845  Every probationary or permanent employee employed after June 30, 1947, shall be deemed to have been employed on the date upon which the first rendered paid service in a probationary position.

EC 44846  ...between two or more employees who first rendered paid service to the district on the same date, and who, following the termination of services, have a statutory preference to reappointment in the order of original employment, the governing board shall determine the order to reemployment solely on the basis of the needs of the district and the students thereof...

EC 44955  ...employees shall be terminated in the inverse of the order in which they were employed, as determined by the board in accordance with provisions of Sections 44844 and 44845...

EC 87414  ...Every contract or regular employee employed after June 30, 1947, shall be deemed to have been employed on the date upon which he or she first rendered paid service in a probationary or contract position... Every academic employee who first rendered paid service on the same date shall participate in a single drawing to determine the order of employment...

EC 87743  ...employees shall be terminated in the inverse of the order in which they were employed, as determined by the board in accordance with Sections 87413 and 87414...

Classified Employees
EC Section 45308 / 88127

...Whenever a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in the reverse order of layoff.
...for service commencing or continuing after July 1, 1971, “length of service” means all hours in paid status whether during the school year, a holiday recess, or during any period that a school is in session or closed, but does not include any hours compensated solely on an overtime basis... Nothing in this section shall preclude the governing board... from entering into an agreement with the exclusive representative of the classified employees that defines “length of service” to mean hire date...

EC 45308 Nothing contained in this section shall preclude the granting of “length of service” credit for time spent on unpaid illness leave, unpaid maternity leave, unpaid family care leave, or unpaid industrial accident leave. In addition for military leave of absence, “length of service” credit shall be granted pursuant to Section 45297. In the event an employee returns to work following any other unpaid leave of absence, no further seniority shall be accrued for the time not worked.

EC 88127 Nothing in this section shall preclude the granting of “length of service” credit for time spent on unpaid illness leave, or unpaid industrial accident leave. In addition, for military leave of absence, “length of service” credit shall be granted pursuant to Section 88116.

“Hours in paid status” shall not be interpreted to mean any service performed prior to entering into a probationary or permanent status in the classified service... except service in restricted positions as provided in this chapter.
What Is Seniority/Longevity in HRS?

The Human Resource System (HRS) Seniority/Longevity is designed to provide a district with tools to maintain service credit and seniority/longevity reports to meet district layoff needs.

Seniority for Classified Employee
HRS provides a district with tools to maintain length of service hours in a job classification and in higher classifications. Districts electing to use hire date for length of service will be supported by the system.

A district can request two types of classified seniority reports: Classified Seniority Report By Employee (SENR055) and Classified Seniority Report By Classification (SENR065). The first type of seniority report lists an employee and shows all job classifications where the employee has seniority credit. The second type of seniority report is by a specific job classification that lists all employees ranked by seniority hours. The report shows all employees currently working in the classification and includes all employees that may be working in other classifications but who have seniority credit in the classification. Seniority credit in both types of seniority reports show hours in the classification, hours in higher classifications, and combined hours for total seniority credit.

Longevity for Certificated Employees
HRS provides a district with tools to maintain length of service credit by hours or by date in a job classification. Districts may elect to maintain information on length of service in certificated job classifications to support certificated administrative layoffs or other processes based on length of service.

The system provides two certificated longevity reports: Certificated Longevity Report By Employee (SENR075) and the Certificated Longevity Report By Classification (SENR085). The first report lists the employee and shows all job classifications where the employee has longevity credit. The second report is a longevity report by a specific job classification that lists all employees ranked by longevity hours. The report shows employees currently working in the classification and includes employees that may be working in other classifications but who have longevity credit recorded for the classification.

Seniority for Certificated Instructional Employees
One certificated seniority date for an employee can be manually maintained in the Seniority Date Field on the Personnel Action Data Screen. HRS can provide reports listing employees by this seniority date.
Payroll Processing and Seniority/Longevity

During payroll processing, HRS will

- add or subtract seniority hours when a seniority line already exists for a job classification being paid, OR

- create a seniority line with the appropriate hours when a seniority line does not exist for a job classification being paid. HRS uses the following system information to create that seniority line.

<table>
<thead>
<tr>
<th>Seniority Status</th>
<th>HRS sets to “1-CURR” Status. This indicates a current assignment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniority Family</td>
<td>HRS uses the two-character code specified in the Job Classification Table for the job classification being paid.</td>
</tr>
<tr>
<td>Seniority Level</td>
<td>HRS looks at the existing levels in use for the employee and adds five to the highest level. The new assignment is now the highest ranking assignment. To view an example of this, go to Page 11 of the packet. When the employee’s first seniority line is posted, the Seniority Level is automatically set to five (005). To read more about Levels, go to Page 10 of this packet.</td>
</tr>
<tr>
<td>Begin Date</td>
<td>HRS uses the Begin Date from the Job Assignment Screen for the job assignment being paid.</td>
</tr>
<tr>
<td>End Date</td>
<td>HRS uses the pay period End Date from the payroll being processed.</td>
</tr>
<tr>
<td>Credit</td>
<td>HRS calculates the hours credit. For more information on how to calculate seniority credit, read the Calculating Seniority Hours Section on Page 13 of this packet.</td>
</tr>
<tr>
<td>Certificated Sequence</td>
<td>Certificated sequencing number. HRS blanks the field.</td>
</tr>
</tbody>
</table>

Note: Overtime and lump sum payments do not generate seniority/longevity credit.
District Options

Districts have the option of not using HRS to automatically maintain seniority credit. However, if the district chooses to maintain seniority/longevity lines using HRS, here are several options.

The system can automatically maintain:
- Hours and dates for classified jobs but do not maintain information for certificated jobs.
- Seniority by date for classified jobs but do not maintain information for certificated jobs.
- Hours and dates for certificated jobs but do not maintain information for classified jobs.
- Seniority by date for certificated jobs and maintain hours and dates for classified jobs.
- Hours and dates for both classified and certificated jobs.
- Seniority by date for both classified and certificated jobs.
- Seniority for classified and certificated jobs by date and manually post hours.

Earning Codes - Districts will be able to identify which earnings codes will effect seniority/longevity hours.

Security Control – Districts will be able to screen level-security to control inquiry and update access to the seniority screen.

Initial Use - Districts can choose to load historical information when they begin using HRS seniority with the following options.

1. Only store seniority information in HRS from the date HRS Seniority is implemented for the district. The system will only support seniority reports going back to the implementation date.

2. Let HRS establish the initial seniority record, then manually enter the prior seniority credit. The system will be able to provide complete seniority reports.
Control Data Base Table Fields

Before HRS can begin storing seniority/longevity data, the district must complete and return the Seniority/Longevity Selection of Option Form located in the back of this information packet in order to set-up seniority in the following areas.

- Security Option
- Earnings Code Table
- District Profile Table
- Job Classification Table

Security Option – Identify those individuals at the district who will have authorization to make additions/changes/deletions to seniority/longevity and those individuals who will have inquiry capabilities only.

Earnings Table Screen

```
*** CONTROL TABLE DATA INQUIRY ***
*EARNINGS TABLE*

EARNINGS TYPE: REG

DISTRICT: 10011 SEQUENCE NO: 001

DESCRIPTION ABBREV DESC SEN LV T/R F/B RET C/B U/D
REGULAR PAY REGULAR Y Y Y Y Y

***SUBJECT GROSSES*** PRE- CALC POST CALC OBJCT
CAT HRS T W F S R P U D N C
N R + + + + + + + + N +

HOURS BALANCE ELEMENT NUMBERS DOLLAR BALANCE ELEMENT NUMBERS
5160 5116 5556 5559

TRANS: 010 KEY: REG DISTRICT: 10011
```

Allows a district to indicate which earnings type will affect seniority.

Valid Value
- Y Adds or subtracts to seniority hours.
- N No effect on seniority. Examples are “OVT” overtime at

Updated by YR, 04/08/08
“xxx” uniform allowance.

District Profile Table Screen

<table>
<thead>
<tr>
<th>DIST NAME: ZYX UNIFIED</th>
<th>DISTRICT: 10011</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS: 111 BROOK RD</td>
<td></td>
</tr>
<tr>
<td>CITY: ZYX</td>
<td>ST: CA</td>
</tr>
<tr>
<td>PHONE: 213/999-9999</td>
<td>ZIP: 90241-5890</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LONGEVITY/SENIORITY: R</th>
<th>VALID CYCLES: E4 C3 S4 V1 C2 H1 S5</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION CONTROL: 1</td>
<td>NUMBER OF COPIES</td>
</tr>
<tr>
<td>EIR: 4</td>
<td>CHANGE REG: B</td>
</tr>
<tr>
<td>PERS CONTRACT: 0245</td>
<td></td>
</tr>
<tr>
<td>POSTN CNTRL REQ FLAG: N</td>
<td>PERS OASDI CONTRACT INDICATOR: N</td>
</tr>
<tr>
<td>STATE EMPLR IDENT NO: 80086374</td>
<td>EFFECTIVE DATE: 01/01/86</td>
</tr>
<tr>
<td>SDI COVERAGE: Y</td>
<td>NUMBER OF COPIES</td>
</tr>
<tr>
<td>UNEMPLOYMENT: 94250073</td>
<td>EFFECTIVE DATE: 01/01/86</td>
</tr>
<tr>
<td>SDI REPT-NO: 77600476</td>
<td>EFFECTIVE DATE: 01/01/86</td>
</tr>
<tr>
<td>PBA-HW-PRORATION: A</td>
<td>STRS PICK UP OR EMPLOYEE PAID: P</td>
</tr>
<tr>
<td>LEAVE ACCT USE: N</td>
<td>STRS OASDI CONTRACT INDICATOR:</td>
</tr>
<tr>
<td>LEAVE IN DAYS/HRS: H</td>
<td>EFFECTIVE DATE: 01/01/86</td>
</tr>
<tr>
<td>CSEA UNION DUES:</td>
<td>EFFECTIVE DATE: 01/01/86</td>
</tr>
</tbody>
</table>

Select an option code identifying the seniority/longevity selection on the Longevity/Seniority Field of the District Profile Table.

<table>
<thead>
<tr>
<th>Option</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>No automated seniority maintenance.</td>
</tr>
<tr>
<td>L</td>
<td>Automatically maintain hours and dates for classified jobs but do not maintain information for certificated jobs.</td>
</tr>
<tr>
<td>S</td>
<td>Automatically maintain seniority by date for classified jobs but do not maintain information for certificated jobs.</td>
</tr>
<tr>
<td>C</td>
<td>Automatically maintain hours and dates for certificated jobs but do not maintain information for classified jobs.</td>
</tr>
<tr>
<td>R</td>
<td>Automatically maintain seniority by date for certificated jobs and hours and dates for classified jobs.</td>
</tr>
<tr>
<td>B</td>
<td>Automatically maintain hours and dates for both classified and certificated jobs.</td>
</tr>
<tr>
<td>H</td>
<td>Automatically maintain seniority by date for both classified and certificated jobs.</td>
</tr>
</tbody>
</table>
Each job classification may be set with a Seniority Family Code. The two-character code for each job classification allows grouping related classifications for seniority reporting. For more information, read the Seniority Families and Levels Section on Page 9 of this packet.
Seniority Families and Levels

The Education Code allows a district to define higher jobs when calculating total seniority hours in a job classification.

Families
HRS provides the ability to enter Job Family codes to group related jobs into a seniority family so that unrelated jobs with a higher salary may not always produce seniority hours for a prior lower salary job (i.e., At district’s decision Data Processing Manager hours may not apply to a prior instructional aide assignment).

A two-character field called the Seniority Family is provided on the Job Classification Table. The Seniority Family code will be used to group jobs for seniority reporting. Each District/Community College may establish its own seniority families. However, those choosing not to use this function can elect to populate the family code with a “00” entry.

Example
User wants to establish three Seniority Families, one for instructional assistants, the second for tutors, and the third for substitutes. The designated family codes are as follows.

IA = Instructional Assistants
NC = Tutors
SU = Substitutes

Then, for applicable job classifications a district’s seniority report would not count the hours earned in a higher salaried maintenance family job when computing the seniority hours for a clerical family job.

Example of A Portion of the Classified Seniority Report By Employee (SENR055)

<table>
<thead>
<tr>
<th>BERMIUDEZKEN T</th>
<th>BEG SERVICE 04/15/80</th>
<th>INST ASSIST SPEC ED 03/29/99</th>
<th>SENR DATE 10/24/08</th>
<th>EMPL STAT A</th>
<th>ACTIVE 2277.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>IA 070 400102</td>
<td>INST ASSIST SPEC ED</td>
<td>03/29/99</td>
<td>12/31/02</td>
<td>2277.00</td>
<td>0.00</td>
</tr>
<tr>
<td>IA 050 700000</td>
<td>INSTRUCT ASST SUMMER SCH</td>
<td>30.00</td>
<td>2277.00</td>
<td>2307.00</td>
<td></td>
</tr>
<tr>
<td>IA 035 400011</td>
<td>INSTRUCT ASSIST P&amp;H</td>
<td>1299.20</td>
<td>2307.00</td>
<td>3606.20</td>
<td></td>
</tr>
<tr>
<td>IA 035 400999</td>
<td>INSTRUCT ASSIST - BILIN/BILIT</td>
<td>6141.33</td>
<td>2307.00</td>
<td>8448.33</td>
<td></td>
</tr>
<tr>
<td>IA 003 400099</td>
<td>INSTRUCT ASSIST - BILIN/BILIT</td>
<td>10/01/81</td>
<td>06/30/92</td>
<td>504.00</td>
<td>9747.53</td>
</tr>
</tbody>
</table>

| NC 065 400019 | CAMPUS AIDE | 1450.50 | 0.00 | 1450.50 |
| NC 060 800503 | CHILD DEVELOPMENT TUTOR | 1056.00 | 1450.50 | 2506.50 |
| NC 055 800502 | STUDENT TUTOR 2 | 551.50 | 2506.50 | 3058.00 |
| NC 040 800018 | SUB NOON AIDE | 29.25 | 3058.00 | 3087.25 |
| SU 045 800010 | SUB | 329.00 | 0.00 | 329.00 |

Only computes the seniority hours for Seniority Family IA.

Only computes the seniority hours for Seniority Family NC.

Only computes the seniority hours for Seniority Family SU.
**Levels**

HRS provides a three-character level code for each seniority line to allow the district to indicate “higher” jobs. When seniority reports are produced, the hours accrued in a job classification with a higher level code will be added to all job classifications entered for that employee with a lower level number.

Each time an employee is assigned to a new job classification code, HRS will create a new seniority line with a level code calculated by adding five to the highest level number found in any of the other seniority lines for the individual. If the employee does not have any existing seniority lines, the system will assign level “005”. After a seniority line has been created, a level number can be manually changed.

**Example**

An employee has held three job classifications with the district AND all three jobs have been coded as Seniority Family CU.

- Job 1 is coded Level 005
- Job 2 is coded Level 010 (higher level)
- Job 3 is coded Level 015 (highest level)

When the Classified Seniority Report By Employee (SENR055) is produced all hours for each job assignment are calculated per seniority line. Therefore, to calculate the total seniority credit for Job 2, all hours for Job 3 are added to the hours of Job 2. Similarly, to calculate the total seniority credit for Job 1, all hours for Job 2 which includes all hours for Job 3 are added to Job 1.

**Example of A Portion of the Classified Seniority Report By Employee (SENR055)**

<table>
<thead>
<tr>
<th>ID</th>
<th>CODE</th>
<th>DESCRIPTOR</th>
<th>BEG SERVICE</th>
<th>1ST PROB</th>
<th>SENR DATE</th>
<th>EMPLOY STAT</th>
<th>AGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCDANIELS, J</td>
<td>cu</td>
<td>015 INSTR AIDE ADULT</td>
<td>09/27/94</td>
<td>01/12/99</td>
<td>02/28/03</td>
<td>2187.86</td>
<td>0.00</td>
</tr>
<tr>
<td>MCDANIELS, J</td>
<td>cu</td>
<td>010 TRANSLATOR WRITTEN</td>
<td>03/02/98</td>
<td>09/30/02</td>
<td>11.50</td>
<td>2187.86</td>
<td>2199.36</td>
</tr>
<tr>
<td>MCDANIELS, J</td>
<td>cu</td>
<td>005 SUB HRLY TEMP ADULT</td>
<td>09/27/94</td>
<td>12/31/98</td>
<td>903.50</td>
<td>2199.36</td>
<td>3102.86</td>
</tr>
</tbody>
</table>

(a) Total Job 3 (Highest Level) + Job 2 (Higher Level) = Total seniority hours for Job 2
(b) Total Job 3 (Highest Level) + Total Job 2 (Higher Level) = Total seniority hours for Job 1

Example

(a) 2187.86 + 11.50 = 2199.36
(b) 2199.36 + 903.50 = 3102.86
### When a Seniority Family exists on the Job Classification Table, the system sorts by Family (ascending order) and then by Level (descending order).

<table>
<thead>
<tr>
<th>District Assigned Levels on Screen 011</th>
<th>Time paid in Job Classification</th>
<th>Hours paid in higher Assignment Levels</th>
<th>Total Seniority Balance for Job Classification</th>
</tr>
</thead>
</table>

**Example:**

\[310.11 + 3134.47 = 3444.58\]
Increase/Decrease Seniority Hours

Seniority balances are increased, decreased, or left unaffected based upon the earnings type and the payroll transaction. Adjustments to pay such as LX/RX, cancellations, etc., automatically adjust seniority credit. Cash collections must have manual adjustments made to seniority.

As a job is paid, hours are automatically added. Users may also manually change seniority hours using the Seniority Status Update Screen. For more information on how to change seniority hours using the Seniority Status Update Screen, refer to the Additions/Modifications To Seniority Using Screen 011 Section on Page 18 of this packet.

Increasing Seniority Hours - If the payroll transaction is paying the employee, then the seniority balance is incremented. For example, regular earnings paid on a positive time transaction increases seniority hours.

Decreasing Seniority Hours - If the payroll transaction is reducing an employee’s pay, then seniority hours are also decreased. Warrant cancellations decrease seniority hours while automatic cancellations remove any seniority hours created by the original pay.
Calculating Seniority Hours

Even though a district may elect the option to maintain seniority credit in hours, an employee’s time may not always be reported in hours. This rule describes the method of converting units of time into seniority hours.

<table>
<thead>
<tr>
<th>Pay Basis</th>
<th>Hours Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Time is reported in hours. No conversion is required.</td>
</tr>
</tbody>
</table>
| D         | Time is reported in days. Days come from the paid days on time reports. Days are converted to hours by multiplying the days by a factor which represents the number of hours worked per day.  
  \[ \text{Hours} = \text{Days} \times \text{Hours Per Day Factor} \]  |
| M         | Monthly time is reported in units of days. The same methodology as detailed for daily time is used to determine the days to hours conversion. |
| L         | Lump sum payments do not have units of time. Seniority hours will not be created for lump sum pay. |

Seniority hours calculated by the system may be incorrect for employees with monthly or daily pay that have a change of hours per day during the pay period. HRS will use the hours per day available at the time of payroll processing to calculate the seniority hours for that pay period.
Seniority/Longevity Dates

Classified Seniority Dates
Districts may elect to use the Hire Date in a job classification for seniority. When a district selects this option, the system will create seniority lines when a new job classification is initially paid. Since hours will not be accumulated for classified jobs, the system will not make any automated adjustments for subsequent pay to classified job classifications. If a seniority date needs to be corrected, use the Seniority Status Update Screen to enter the new seniority date for the job classification.

Certificated Longevity Dates
Districts may elect to use the Hire Date in a job classification to track certificated longevity. When a district selects this option, the system will create seniority lines when a new job classification is initially paid. Since hours will not be accumulated for certificated jobs, the system will not make any automated adjustments for subsequent pay to certificated job classifications. If a longevity date needs to be corrected, use the Seniority Status Update Screen to enter the new longevity date for the job classification.

Certificated Seniority Date for Instructional employees
One certificated seniority date for an employee can be manually maintained in the Seniority Date Field on the Personnel Action Data Screen.
Seniority Status Update Screen (011)

The Seniority Status Update Screen maintains seniority/longevity information for an employee. It is maintained by job classification with a separate seniority line for each job classification where the employee has seniority/longevity credit. It also records seniority/longevity information including Status, Job Classification, Begin and End Dates and Hours of Credit. Seniority lines are sequenced according to the End and Begin Dates with the most current End Date showing first.

A maximum of 20 lines of data can be stored and displayed by paging between the first and second screens using the screen action field. When the maximum number of lines is exceeded, the system will drop the least current line. Information being deleted will be printed on the nightly Change Register.

The seniority screen maintains seniority/longevity hours in a classification. The screen does not show total seniority credit hours in the classification in combination with hours in higher classifications. To view the combined hours for total seniority credit, a district must request one of the available seniority reports.

If an employee leaves a job and subsequently returns to the same job (i.e., same job classification number), seniority credit and ending date maintenance will resume on the original seniority line. No new level, job classification, or accumulator will be initiated. HRS does not provide reemployment lists, but if terminated employees and terminated assignments are available in the system, special HRS reports may be produced showing information on terminated jobs.
Description of the Seniority Status Update Screen

Seniority Status Update Screen (011)

Location: Function 01, Transaction 011

The Seniority Status Screen will display seniority data in a sort sequence based on the seniority dates for the individual jobs.

** ** PER - SENIORITY STATUS - UPD **

456-78-9101 MEALS,KAREN 1

EMPLOYEE STATUS: ACTIVE

SENIORITY DATE: 00 / 00 / 00

JOB CERT

STATUS FM LVL CLASS JOB TITLE BEGIN END CREDT SEQ


(002) - ENTER YOUR CHANGES.

TRANS: 011 SSN: 456 - 78 - 9101 JOB: 1 DISTRICT: 10111

1 SENIORITY DATE System generated from the Seniority Date Field on the Personnel Action Data Screen. If blank, system generates “00/00/00.”

2 STATUS One-character code. Indicates the status of the sequence. On initial pay of the job assignment, system generates “1-CURR” Status only. However, codes can be modified by district personnel using these valid codes.

0 – PAST Past assignment with seniority rights.

1 – CURR Current “regular” assignment with seniority rights.

(continued on next page)
(continued from previous page) 2 – OLD-C  Past assignment/classification longer exists.
3 – REST  Current “Restricted” assignment with seniority rights.
4 – R-NO  Current “Restricted” assignment with no seniority rights.
5 – PSTNO  Past assignment with no seniority rights.
6 – LT-NO  Limited Term no seniority rights.
7 – DE-NO  Past assignment/voluntary demotion; no seniority rights.
8 – BUMP  Past assignment/voluntary demotion in lieu of layoff; rehire rights.
9 – CRDEM  Current assignment/voluntary demotion in lieu of layoff.
* – *DEL*  Remove Seniority Assignment Line.

3  FAMILY  System generated from the Family Field on the Job Classification Table Screen.

4  ^  LEVEL  Three-digit numeric code. Indicates level of job assignment as it relates to other job assignments held by the employee. It controls the cascading of hours to lower level job assignments. Two methods that levels can be assigned: By the District and/or System generated. When system assigns levels, it increments the new assignment by five.

5  ^  JOB CLASS  Six-digit numeric code identifying the job held by the employee.

6  ^  BEGIN DATE  Beginning Date of the job assignment.

7  END DATE  The pay period end date from the payroll being processed for that job assignment.

8  ^  CREDIT  Accumulated seniority credits in this job.
Note: It will not show the total seniority credit for hours in the classification combined with hours in higher classifications.

9  ^ CERTIFICATED SEQUENCE  Certificated sequence number.
^  =  Required field
Additions/Modifications To Seniority Using Screen 011

Seniority Hour Corrections
Use the Seniority Update Screen to
- Manually change or delete the seniority hours.
- Lead historical seniority information.
- Correct hours that were incorrectly calculated when a mid-month change in hours per day occurred.

Use the One Time Pay Screen to manually enter RX and LX transactions that will be processed when payroll is executed.

To manually change seniority hours using the Seniority Status Update Screen, display the screen, make the changes, and transmit.

```
100-88-8000 MATTHEWS,CAMILLE  
EMPL STATUS: ACTIVE  
PRIMARY JOB: 1  
SENIORITY DATE: 00 / 00 / 00

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<th>END</th>
<th>CREDIT</th>
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*** PER - SENIORITY STATUS - UPD **
0111

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y
TRANS: 011  SSN: 100 - 88 - 8000  JOB: 1  DISTRICT: 10111
```
### Status, Date, or Level Changes

Use the Seniority Status Update Screen to correct inaccurate dates, level, or status. To change the status, date, and/or level display the screen, make the changes, and transmit.

** PER - SENIORITY STATUS - UPD **

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### Adding A Job Classification

Use the Seniority Status Update Screen to add a job classification to seniority. To add a job classification, display the screen, make the additions, and transmit.

** PER - SENIORITY STATUS - UPD **

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** (001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? **

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Removing A Job Classification From Seniority

Use the Seniority Status Update Screen to delete seniority lines. To delete a job classification,

- Enter an "*" in the Status Field
- Enter 8’s in the Begin Date Field and in the End Date Field.
- Transmit.

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** PER - SENIORITY STATUS - UPD **
EMPL STATUS: ACTIVE
100-88-8000 MATTHEWS, CAMILLE
PRIMARY JOB: 1

** SENIORITY DATE: 00/00/00 **

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y
TRANS: 011 SSN: 100-88-8000 JOB: 1 DISTRICT: 10111
Seniority Reports

HRS Seniority/Longevity Reports are a collection of employee seniority/longevity information. These reports are produced from individual district EDB files and are intended to provide district staff with information for immediate use.

Four seniority reports are available for request. Districts can request to have all active employees, active and terminated employees, or terminated employees listed for each report.

- Classified Seniority Report By Employee (SENR055)
- Classified Seniority Report By Classification (SENR065)
- Certificated Seniority Report By Employee (SENR075)
- Certificated Seniority Report By Classification (SENR085)

Districts may begin requesting these reports when the seniority/longevity information is available, after a district has identified their option for Seniority/Longevity, and HRS has begun storing this information. The data used will be from an individual district’s production files and will be as current as the information in those files. To request these seniority reports, the district must submit a Seniority/Longevity Report Request included on the back of this information packet.
SENR055 – Classified Seniority Report by Employee

Classified Seniority Report By Employee (SENR055) - Lists classified employees with seniority information sorted by employee name. On the first line for each employee, it shows

- Social Security Number
- Name
- Beginning Service Date
- 1st Prob Date
- Seniority Date
- Employment Status

On the second and subsequent seniority lines, it shows

- Assignment Status
- Assignment Families
- Assignment Level
- Job Class
- Job Title
- Begin Date
- End Date
- Credit In Assignment
- Credit In Other
- Seniority Credit
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<th>ASSGMNT LEVEL</th>
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<th>JOB TITLE</th>
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<th>END DATE</th>
<th>CREDIT IN ASGMNT</th>
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Classified Seniority Report By Classification (SENR065) – Lists classified employees with seniority information sorted by job classification, and then by seniority credit. Transactions show:

- Classification
- Social Security
- Name
- Begin Service Date
- Assignment Family
- Begin Date
- End Date
- Credit In Assignment
- Credit In Other Assignments
- Seniority Credit
- Rank Number
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<th>SOC/SC/NM</th>
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Certificated Seniority Report By Employee (SENR075) - Lists certificated employees by employee name. It indicates longevity credit earned in prior and current job classifications where longevity rights have been earned. On the first line for each employee, it shows

- Social Security Number
- Name
- Beginning Service Date
- 1st Probation Date
- Seniority Date
- Employment Status

On the second and subsequent seniority lines, it shows

- Assignment Status
- Assignment Families
- Assignment Level
- Job Classification
- Job Title
- Begin Date
- End Date
- Credit In Assignment
- Certificated Sequence Number
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<td>08/27/00</td>
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**Information Packet / Seniority Longevity**

**Certificated Longevity Report by Employee**

**Active Employee**

**REQUESTED JOB CLASS**

**ALL**

**RUN TIME** 00:39:36

**CERTIFICATED LONGEVITY REPORT BY EMPLOYEE RUN DATE** 02/01/03
Certificated Seniority Report By Classification (SENR085) - Lists by job classification, and then by longevity credit. It ranks each employee currently working in the classification or who has worked in the classification previously. This report is generated by the same program that produces SENR055. Transactions show:

- Classification
- Social Security
- Name
- Begin Service Date
- Assignment Family
- Assignment Status
- Begin Date
- End Date
- Credit In Assignment
- Rank Number In Assignment
- Certificated Sequence Number
<table>
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<tr>
<th>SOC SEC NUM</th>
<th>EMPLOYEE</th>
<th>BEGIN DATE</th>
<th>ASGMT FAMILY</th>
<th>ASGMT STATUS</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>CREDIT IN ASGMT</th>
<th>CERT SEQUENCE NUMBER</th>
<th>RANK</th>
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<td>777-77-7777</td>
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<td>07/31/02</td>
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<td>09/03/71</td>
<td>1</td>
<td>CURR</td>
<td>08/30/99</td>
<td>10/29/99</td>
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Sample of the Seniority/Longevity Report Request Form

This form is used to request any type of seniority report. It can also be found on the LACOE Website at www.lacoe.edu by typing “Seniority” on the Search Field.

---

Los Angeles County Office of Education
Division of School Financial Services

SENIORITY/LONGEVITY REPORT REQUEST

Attn: HRS Employee Services Unit
FAX: (562) 401-5667

Date Submitted: __/__/__

District No.: __________  District Name: ________________________________

Prepared/Submitted By: ____________________  Phone No.: (____) ________ Ext.

HRS Coordinator: __________________________  Phone No.: (____) ________ Ext.

Report Type  (Please Note: ONLY ONE report type per request form. Refer to instructions.)

☐ Active and Terminated Employees (HSN01)

☐ Active Employees Only (HSN03)

☐ Terminated Employees Only (HSN04)

Report Request

☐ SENRO55 Classified Seniority by Employee.

Enter Classification Codes:

☐ All OR
☐ __________ __________ __________ __________

☐ SENRO65 Classified Seniority by Classification.

Enter Classification Codes:

☐ All OR
☐ __________ __________ __________ __________

☐ SENRO75 Certificated Longevity by Employee.

Enter Classification Codes:

☐ All OR
☐ __________ __________ __________ __________

☐ SENRO85 Certificated Longevity by Classification.

Enter Classification Codes:

☐ All OR
☐ __________ __________ __________ __________
Instruction on Completing The Seniority Report Request Form

The following instructions will assist you on properly preparing the Seniority Report Request Form. Please refer to the memo issued on April 29, 2002 under “HRS Enhancements” for specific conditions on running seniority reports.

1. **Date Submitted:** The date that the district is submitting the request.

2. **District No.:** The five-digit district number.

3. **District Name:** (self explanatory)

4. (a) **Prepared/Submitted By:** Refers to the person not only completing and submitting the form, but it also refers to the person the requested seniority reports will be mailed to.

   (b) **Phone No.:** Provide a phone number where the submitter can be contacted for questions or concerns.

5. (a) **HRS Coordinator:** Authorized personnel who has reviewed and authorized the Seniority Report Request Form.

   (b) **Phone No.:** Provide a phone number where the HRS Coordinator can be reached for questions or concerns in case LACOE cannot reach the person submitting the request.

6. **Report Type:** Check-off the type of report that will run. If you have several report type requests, then a request form must be submitted for each report type. Example, *if a district is requesting the HSN01 and the HSN03, then two separate request forms need to be submitted.*

7. **Report Request:** Check-off the seniority report(s) that the submitter is requesting. If there is a specific job class, please remember to write the job class number on the blank lines provided.
Los Angeles County Office of Education
School Financial Services

SENIORITY/LONGEVITY REPORT REQUEST

Attn: HRS Employee Services Section
FAX: (562) 401-5667

Date Submitted: _________________
District No.: _____________________ District Name: _______________________________________
Prepared/Submitted By:__________________________________ Phone No.: __________________________
HRS Coordinator: ______________________________________ Phone No.: __________________________

Report Type (please note: only one report type per request form. Refer to instructions.):

☐ Active and Terminated Employees (HSN01)
☐ Active Employee Only (HSN03)
☐ Terminated Employees Only (HSN04)

Report Request

_____ SENRO55 Classified Seniority by Employee.

Enter Classification Codes:
☐ All  OR
☐ __________  __________  __________  __________  __________

_____ SENRO65 Classified Seniority by Classification.

Enter Classification Codes:
☐ All  OR
☐ __________  __________  __________  __________  __________

_____ SENR075 Certificated Longevity by Employee.

Enter Classification Codes:
☐ All  OR
☐ __________  __________  __________  __________  __________

_____ SENRO85 Certificated Longevity by Classification.

Enter Classification Codes:
☐ All  OR
☐ __________  __________  __________  __________  __________
Los Angeles County Office of Education
Division of School Financial Services

Seniority/Longevity Selection of Option

Date Submitted to LACOE ______________

District No. ________________ District Name _____________________________________________

Prepared By __________________________ Authorized By __________________________

District Contact ___________________________ Phone __________________________

- **Security**

  Update and Inquiry (01/04-011) 
  Inquiry Only (04-011)

  ______________________________________  __________________________
  ______________________________________  __________________________
  ______________________________________  __________________________
  ______________________________________  __________________________

  Authorized By ___________________________ Date ______________
  HRS Coordinator

- **Earnings Code Table – 010**

  □ OK – No Changes  □ Changes Attached

  Reviewed By ___________________________ Date ______________

- **Job Classification Table – 004 (May be left blank)**

  □ Seniority Families Identified  □ Job Classification Table Attached

  Reviewed By ___________________________ Date ______________

- **District Profile Table – 020**

  ____________ District Seniority/Longevity Option (N, L, S, C, R, B, or H)

- **Implementation Date ___________________________**

**Completed request form and all supporting documentation are to be returned to:**

Los Angeles County Office of Education
School Financial Services
EC Room 132
Attn: Inez Ramirez, HRS Coordinator

**FOR LACOE USE ONLY**

Received by SFS: ____/____/_____ By: ______  HRS Employee Services: ____/____/___ By: _____

HRS System Security: ____/____/_____ By: ______  Payroll: _____/____/_____ By: _____

Updated by YR, 03/08/04
HRS Employee Services Unit

Seniority Selection Form
To install seniority in your district, the following areas must be reviewed:

- **Security**: Identify those individuals at the district who will have authorization to make adds/changes/deletes to seniority/longevity and those individuals who will have inquiry capabilities only.

- **Earnings Codes Table - 010**: Review each earnings code to identify whether earnings count toward seniority/longevity. “Y” equals “yes, earnings count toward seniority/longevity,” and “N” equals “no, earnings do not count toward seniority/longevity.” See Page 7 of the information packet.

- **Job Classification Table - 004**: Each job classification may be set with a Seniority Family Code. This code is used to group jobs for seniority credit. See Pages 7 and 8 of the information packet.

- **District Profile Table - 020**: Select option code identifying the seniority/longevity selection on district profile. All school districts and community colleges are currently set to “N” for “none”. See Page 7 of the information packet.

* **IMPORTANT**: Before HRS can begin storing seniority/longevity data for your district, the enclosed Selection of Option Form must be completed and returned to:

Los Angeles County Office of Education  
School Financial Services - EC Room 132  
Attn: Inez Ramirez, HRS Coordinator