April 2008

Seniority/Longevity Processing
Information Packet

Los Angeles County Office of Education
Division of School Financial Services
HRS Employee Services Unit

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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. District 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.

Seniority Status	HRS sets to "1-CURR" Status. This indicates a current active assignment.
Seniority Family	HRS uses the two-character code specified in the Job Classification Table for the job classification being paid.
Seniority Level	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.
Begin Date	HRS uses the Begin Date from the Job Assignment Screen for the job assignment being paid.
End Date	HRS uses the pay period End Date from the payroll being processed.
Credit	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.
Certificated Sequence	Certificated sequencing number. HRS blanks the field.

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 <u>manually</u> post hours.

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

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

<u>Initial Use</u> - 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 ***                              1610
             *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    PROC   RTN   PROC     FACTOR  CLASS
   N     R   + +  + + + + + + N +     00     01    00

  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 a...

"xxx" uniform allowance.

District Profile Table Screen

```
┌──────────────────────────────────────────────────────────────────────────┐
│                                                                            │
│         ** CTL - DISTRICT PROFILE TABLE 1 - UPDATE **              1620     │
│                                                                            │
│    DIST NAME:  ZYX UNIFIED                         DISTRICT:  10011         │
│     ADDRESS:  111 BROOK RD                                                  │
│        CITY:  ZYX          ST:  CA   ZIP:  90241-5890                       │
│       PHONE:  213/999-9999   EXT:  9999                                     │
│                                                                            │
│    LONGEVITY/SENIORITY:  R   ←──       VALID CYCLES:  E4 C3 S4 V1 C2 H1 S5  │
│        SDI COVERAGE:  Y              N U M B E R   O F   C O P I E S        │
│     POSITION CONTROL:  1      POSITION CONTROL:  1    EIR:  4   CHANGE REG:  B │
│                                                      PERS CONTRACT:  0245   │
│   POSTN CNTRL REQ FLAG:  N                                                  │
│   FED EMPLOYR IDENT NO:  956000213   PERS OASDI CONTRCT INDICATOR:  N       │
│   STATE EMPLR IDENT NO:  80086374               EFFECTIVE DATE:    /  /     │
│        UNEMPLOYMENT:  94250073   PERS PICKUP OR EMPLOYEE PAID:  P           │
│        SDI  REPT-NO:  77600476              EFFECTIVE DATE:  01/01/86        │
│                                                                            │
│    PBA-HW-PRORATION:  A          STRS PICK UP OR EMPLOYEE PAID:  P          │
│      LEAVE ACCT USE:  N                      EFFECTIVE DATE:  01/01/86       │
│     LEAVE IN DAYS/HRS:  H        STRS OASDI CONTRCT INDICATOR:              │
│      CSEA UNION DUES:                        EFFECTIVE DATE:    /  /        │
│ ────────────────────────────────────────────────────────────────          │
│ (002) - ENTER YOUR CHANGES.                                                │
│   TRANS:  020               KEY:  10011              DISTRICT:  10011       │
└──────────────────────────────────────────────────────────────────────────┘
```

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

Option		Results
N	-	No automated seniority maintenance.
L	-	Automatically maintain hours and dates for classified jobs but do not maintain information for certificated jobs.
S	-	Automatically maintain seniority by date for classified jobs but do not maintain information for certificated jobs.
C	-	Automatically maintain hours and dates for certificated jobs but do not maintain information for classified jobs.
R	-	Automatically maintain seniority by date for certificated jobs and hours and dates for classified jobs.
B	-	Automatically maintain hours and dates for both classified and certificated jobs.
H	-	Automatically maintain seniority by date for both classified and certificated jobs.

Job Classification Table Screen

```
               * *  CTL - JOB CLASSIFICATION TABLE - UPDATE  * *              1104

          JOB CLASS:   400020

                                                       JOB    JOB   STAT     BUDGET
          DISTRICT                TITLE                 TYPE   STAT  DATE      PROJ
          00111         DIRECTOR FACILITY SERVICE        N     A    04 / 97     _

     PAY     - -SALARY  SCHEDULE- -    STND HRS    STND HRS    PERS WORK           OVERTIME
     BASIS    SCHED      RANGE      IN A WEEK   IN A DAY      SCHED    FLSA        ELIGIBIL
      M        A         010         40.00        8.00        174      A            N


     - - -EEO- - -  WORK    BARG    ILL      VAC     RET    RET   SUB    BOARD      COMMISION
     CAT   SUB    COMP    UNIT    PLAN     PLAN    PLAN   STAT  IND    DATE         DATE
      _     _     _ _ _    MG      NA       NA      P9     M     _    04 / 05 / 97  04 / 15 / 97

     ACAD    TENURE   REPORT       JOB      SENIORITY   PRIOR       - - - -MASS RETRO- - - - -
     RANK    ELIG     GROUPS      FAMILY    FAMILY     JOB CLASS   SUBJ   STEPS   RANGES
      _       _      _ _ _         _         _          _          _      _       _

    (002) - ENTER YOUR CHANGES.
    TRANS:  004     KEY 1:   400020     KEY 2:  ____     KEY 3:  ____     DISTRICT:  00111
```

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)

BERMUDEZ,KEN T				BEG SERVICE 04/15/80	1ST PROB 10/24/80		SENR DATE 10/24/88	EMPL STAT A ACTIVE	
IA	070	400102	INST ASSIST SPEC ED		03/29/99	12/31/02	2277.00	0.00	2277.00
IA	050	700100	INSTRUCT ASST SUMMER SCH	Only computes the seniority hours for Seniority Family IA.			30.00	2277.00	2307.00
IA	035	400011	INST ASST PRESCH/HD START				1299.20	2307.00	3606.20
IA	035	400100	INSTRUCTIONAL ASSISTANT				6141.33	2307.00	8448.33
IA	003	400099	INST. ASSIST.-BILIN/BILIT		10/01/81	06/30/82	504.00	9747.53	10251.53
NC	065	400019	CAMPUS AIDE		01/12/08	04/20/09	1450.50	0.00	1450.50
NC	060	800503	CHILD DEVELOPMENT TUTOR	Only computes the seniority hours for Seniority Family NC.			1056.00	1450.50	2506.50
NC	055	800502	STUDENT TUTOR 2				551.50	2506.50	3058.00
NC	040	800018	SUB NOON AIDE		10/01/89	06/30/92	29.25	3058.00	3087.25
SU	045	800101	SU Only computes the seniority hours for Seniority Family SU.				329.00	0.00	329.00

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)

MCDANIELS,JACK				BEG SERVICE 09/27/94	1ST PROB 00/00/00		SENR DATE 00/00/00	EMPL STAT A ACTIVE	
CU	015	660000	INSTR AIDE ADULT	01/12/99	02/28/03	2187.86	0.00	2187.86
CU	010	659000	TRANSALTOR WRITTEN	03/02/98	09/30/02	11.50	2187.86	2199.36
CU	005	663000	SUB HRLY TEMP ADULT	09/27/94	12/31/98	903.50	2199.36	3102.86

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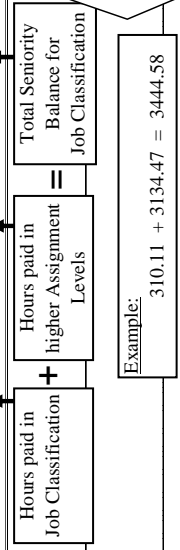(b) Total Job 3 (Highest Level) + Total Job 2 (Higher Level) = Total seniority hours for Job 1

Example
(a) 2187.86 + 11.50 = 2199.36
(b) 2199.36 + 903.50 = 3102.86

Seniority Families, Levels, and Credit Using SENR055 Report

SENR055/PP1255XX/OG1990
RUN TIME 01:28:11
REQUESTED JOB CLASS   ALL

PERSONNEL/PAYROLL/RETIREMENT SYSTEM
CLASSIFIED SENIORITY REPORT BY EMPLOYEE
ACTIVE EMPLOYEE

PAGE NO.   1
RUN DATE   01/25/03

DISTRICT   00111 TRAINING UNIFIED SCHOOL DISTRICT

ASGMT STATUS	ASGMT FAMILY	ASGMT LEVEL	JOB CLASS	JOB TITLE	BEGIN DATE	END DATE	CREDIT IN ASGMT	CREDIT IN OTHER	SENIORITY CREDIT
111-22-3333 ACHTON,JOHN				BEG SERVICE 02/07/83		1ST PROB 02/07/83		EMPL STAT A ACTIVE	
0 PAST	CL	050	300512	CLERICAL ASSISTANT II	10/01/84	09/30/95	17030.50	0.00	17030.50
0 PAST	IA	015	300517	HEALTH CLERK	02/08/84	09/30/84	542.00	0.00	542.00
1 CURR	SE	065	300525	SECRETARY II	07/14/97	12/31/02	10464.00	0.00	10464.00
0 PAST	SE	060	300524	SECRETARY I	10/01/95	06/30/97	3288.00	10464.00	13752.00
0 PAST	SU	070	800512	SUB CLERICAL ASSIST II	07/01/00	07/31/00	168.00	0.00	168.00
444-55-6666 BERMUDEZ,KEN T				BEG SERVICE 04/15/80		SENR DATE 10/24/88		EMPL STAT A ACTIVE	
1 CURR	IA	070	400102	INST ASSIST SPEC ED	03/29/99	12/31/02	2277.00	0.00	2277.00
0 PAST	IA	050	700100	INSTRUCT ASST SUMMER SCH	07/01/93	09/30/93	30.00	2277.00	2307.00
0 PAST	IA	035	400011	INST ASST PRESCH/HD START	11/16/92	06/30/94	1299.20	2307.00	3606.20
0 PAST	IA	035	400100	INSTRUCTIONAL ASSISTANT	10/24/80	06/30/92	6141.33	2307.00	8448.33
2 OLD-C	IA	003	400099	INST. ASSIST.-BILIN/BILIT	10/01/81	06/30/82	504.00	9747.53	10251.53
0 PAST	NC	065	400019	CAMPUS AIDE	01/12/98	04/30/99	1450.50	0.00	1450.50
0 PAST	NC	060	800503	CHILD DEVELOPMENT TUTOR	09/01/95	99/99/99	1056.00	1450.50	2506.50
0 PAST	NC	055	800502	STUDENT TUTOR 2	09/07/94	08/31/95	551.50	2506.50	3058.00
0 PAST	NC	040	800018	SUB NOON AIDE	10/01/89	06/30/92	29.25	3058.00	3087.25
0 PAST	SU	045	800101	SUB INST ASSISTANT	09/08/92	06/18/93	329.00	0.00	329.00
132-32-3333 BROWN,JAMES C				BEG SERVICE 03/20/89		1ST PROB 00/00/00		EMPL STAT A ACTIVE	
1 CURR		005	417000	ASSMT ORIENT CTR TESTER	09/06/00	02/28/03	2717.75	0.00	2717.75
1 CURR		004	658000	LAS BSM TESTER	10/02/89	09/30/00	6769.25	2717.75	9487.00
1 CURR		001	479010	BIL INSTR AIDE SS	09/02/89	12/31/91	152.40	9487.00	9639.40
1 CURR		001	656000	HRLY SUB INSTR AIDE	09/19/89	11/30/89	36.00	9487.00	9523.00
1 CURR		001	659000	TRANSALTOR WRITTEN	10/01/92	03/31/93	14.50	9487.00	9501.50
1 CURR		001	669000	TRANSLATOR ORAL	10/01/91	04/30/00	189.20	9487.00	9676.20
254-54-5444 TURTLE,LEVON				BEG SERVICE 09/27/94		1ST PROB 00/00/00		EMPL STAT A ACTIVE	
1 CURR		015	660000	INSTR AIDE ADULT	01/12/99	02/28/03	2187.86	0.00	2187.86
1 CURR		010	659000	TRANSALTOR WRITTEN	03/02/98	09/30/02	11.50	2187.86	2199.36
1 CURR		005	663000	SUB HRLY TEMP ADULT	09/27/94	12/31/98	903.50	2199.36	3102.86
555-55-4444 VILLA,FRANCISCO				BEG SERVICE 11/12/97		1ST PROB 00/00/00		EMPL STAT A ACTIVE	
1 CURR		005	479000	INSTR AIDE BILINGUAL	11/12/97	02/28/03	3134.47	0.00	3134.47
1 CURR		001	479010	BIL INSTR AIDE SS	06/22/00	07/31/02	310.11	3134.47	3444.58
1 CURR		001	655000	NOON DUTY ASST	09/09/02	11/30/02	22.50	3134.47	3156.97
1 CURR		001	659000	TRANSLATOR WRITTEN	03/20/02	04/30/02	11.00	3134.47	3145.47
1 CURR		001	669000	TRANSLATOR ORAL	05/15/02	06/30/02	6.50	3134.47	3140.97

● When a Seniority Family exists on the Job Classification Table, the system sorts by Family (ascending order) and then by Level (descending order).

● When NO Seniority Family exists on the Job Classification Table, the system sorts by Level (descending order).

District assigned levels on Screen 011.

System assigns levels in increments of five.

District has the ability to change the Assignment Status Code using Screen 011 to any of the codes listed on Page 14 of the Seniority/Longevity Informational Packet.

Note: System ONLY assigns the 1 CURR Status.

Hours paid in Job Classification **+** Hours paid in higher Assignment Levels **=** Total Seniority Balance for Job Classification

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.

Pay Basis   Hours Conversion

H   Time is reported in hours. No conversion is required.

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.

$$Hours \quad = \quad Days \quad x \quad Hours\ Per\ Day\ Factor$$

The hours per day factor is obtained using:

1. The Standard Work Hours for the job assignment on the Job Assignment Screen, OR

2. If the job assignment is not available, use the Standard Work Hours shown for that job classification from the Job Classification Table.

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.

```
                        * *   PER - SENIORITY STATUS - UPD     **                          0111
    113-13-1113     VOLMES,CHARLES                              EMPL STATUS:   ACTIVE
                                                               PRIMARY JOB:    1
     SENIORITY DATE:     11 / 01 / 89

                            JOB                                                      CERT
     STATUS    FM   LVL   CLASS         JOB TITLE              BEGIN       END    CREDT   SEQ

     1 - CURR  CU   015   400040  - CUSTODIAL SPECIALIST     08/30/99  06/30/02   4368.00  ___
     0 - PAST  CU   010   510070  - HEAD CUSTODIAN II        01/27/97  08/31/99   5400.00  ___
     0 - PAST  CU   005   510060  - HEAD CUSTODIAN I         11/01/89  01/31/97  15448.00  ___
     _ -            ___   _____  -                           __/__/__  __/__/__            ___
     _ -            ___   _____  -                           __/__/__  __/__/__            ___
     _ -            ___   _____  -                           __/__/__  __/__/__            ___
     _ -            ___   _____  -                           __/__/__  __/__/__            ___
     _ -            ___   _____  -                           __/__/__  __/__/__            ___
     _ -            ___   _____  -                           __/__/__  __/__/__            ___
     _ -            ___   _____  -                           __/__/__  __/__/__            ___


     (002) - ENTER YOUR CHANGES.                                    _
      TRANS:   011            SSN:  113 - 13 - 1113      JOB:  1          DISTRICT:  10111
```

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

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     **                            0111
    456-78-9101    MEALS,KAREN                                        EMPL STATUS:   ACTIVE
                        ❶                                             PRIMARY JOB:   1
    SENIORITY DATE:    00 / 00 / 00

                              JOB                                                         CERT
    STATUS    FM   LVL   CLASS        JOB TITLE            BEGIN       END      CREDT      SEQ
    ❷         ❸    ❹     ❺                                 ❻           ❼        ❽          ❾
    _ _       _    __    __ __        _                    __/__/__    __/__/__   __ __    __
    _ _            __    __ __        _                    __/__/__    __/__/__   __ __    __
    _ _            __    __ __        _                    __/__/__    __/__/__   __ __    __
    _ _            __    __ __        _                    __/__/__    __/__/__   __ __    __
    _ _            __    __ __        _                    __/__/__    __/__/__   __ __    __
    _ _            __    __ __        _                    __/__/__    __/__/__   __ __    __
    _ _            __    __ __        _                    __/__/__    __/__/__   __ __    __
    _ _            __    __ __        _                    __/__/__    __/__/__   __ __    __
    _ _            __    __ __        _                    __/__/__    __/__/__   __ __    __
    _ _            __    __ __        _                    __/__/__    __/__/__   __ __    __



    (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.

```
                    * *   PER - SENIORITY STATUS - UPD     * *                          0111
      100-88-8000    MATTHEWS,CAMILLE                        EMPL STATUS:   ACTIVE
                                                             PRIMARY JOB:   1
        SENIORITY DATE:    00 / 00 / 00

                         JOB                                                          CERT
        STATUS    FM   LVL  CLASS          JOB TITLE           BEGIN      END    CREDT  SEQ

        1 - CURR       010  550110  -  INSTR AIDE-CLASSROOM   07/01/90  07/31/90  11185.00  ___
        0 - PAST       005  550140  -  INSTR AIDE-SPECIAL ED  11/01/89  05/08/94   6005.00  ___
        _ -            ___  _____  -                         __/__/__  __/__/__  _____  ___
        _ -            ___  _____  -                         __/__/__  __/__/__  _____  ___
        _ -            ___  _____  -                         __/__/__  __/__/__  _____  ___
        _ -            ___  _____  -                         __/__/__  __/__/__  _____  ___
        _ -            ___  _____  -                         __/__/__  __/__/__  _____  ___
        _ -            ___  _____  -                         __/__/__  __/__/__  _____  ___
        _ -            ___  _____  -                         __/__/__  __/__/__  _____  ___
        _ -            ___  _____  -                         __/__/__  __/__/__  _____  ___
        _ -            ___  _____  -                         __/__/__  __/__/__  _____  ___


     (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   **                              0111
100-88-8000    MATTHEWS,CAMILLE                     EMPL STATUS:   ACTIVE
                                                    PRIMARY JOB:   1
 SENIORITY DATE:    00 / 00 / 00

                       JOB                                                    CERT
 STATUS    FM  LVL   CLASS        JOB TITLE        BEGIN      END     CREDT    SEQ

 0 - PAST       010  550110  -  INSTR AIDE-CLASSROOM   05 / 15 / 94  06 / 30 / 03  11185.00  ___
 0 - PAST       005  550140  -  INSTR AIDE-SPECIAL ED  11 / 01 / 89  05 / 08 / 94   6005.00  ___
 _ -            ___  _____  -                          __ / __ / __  __ / __ / __  _____  ___
 _ -            ___  _____  -                          __ / __ / __  __ / __ / __  _____  ___
 _ -            ___  _____  -                          __ / __ / __  __ / __ / __  _____  ___
 _ -            ___  _____  -                          __ / __ / __  __ / __ / __  _____  ___
 _ -            ___  _____  -                          __ / __ / __  __ / __ / __  _____  ___
 _ -            ___  _____  -                          __ / __ / __  __ / __ / __  _____  ___
 _ -            ___  _____  -                          __ / __ / __  __ / __ / __  _____  ___
 _ -            ___  _____  -                          __ / __ / __  __ / __ / __  _____  ___



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

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   **                              0111
100-88-8000    MATTHEWS,CAMILLE                     EMPL STATUS:   ACTIVE
                                                    PRIMARY JOB:   1
 SENIORITY DATE:    00 / 00 / 00

                       JOB                                                    CERT
 STATUS    FM  LVL   CLASS        JOB TITLE        BEGIN      END     CREDT    SEQ

 0 - PAST       010  550110  -  INSTR AIDE-CLASSROOM     05 / 15 / 94  06 / 30 / 03  11185.00  ___
 0 - PAST       005  550140  -  INSTR AIDE-SPECIAL ED    11 / 01 / 89  05 / 08 / 94   6005.00  ___
 1 - CURR       001  530002  -  NOON AIDE                05 / 15 / 94  06 / 30 / 99   1325.00  ___
 1 - CURR       001  530230  -  SUBSTITUTE NOON AIDE     06 / 01 / 95  06 / 30 / 95      0.00  ___
 _ -            ___  _____  -                            __ / __ / __  __ / __ / __  _____  ___
 _ -            ___  _____  -                            __ / __ / __  __ / __ / __  _____  ___
 _ -            ___  _____  -                            __ / __ / __  __ / __ / __  _____  ___
 _ -            ___  _____  -                            __ / __ / __  __ / __ / __  _____  ___
 _ -            ___  _____  -                            __ / __ / __  __ / __ / __  _____  ___
 _ -            ___  _____  -                            __ / __ / __  __ / __ / __  _____  ___



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

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.

```
                    * *    PER - SENIORITY STATUS - UPD      **                    0111
   100-88-8000    MATTHEWS,CAMILLE                        EMPL STATUS:   ACTIVE
                                                          PRIMARY JOB:    1
    SENIORITY DATE:     00 / 00 / 00

                         JOB                                                          CERT
    STATUS    FM   LVL   CLASS        JOB TITLE              BEGIN       END    CREDT  SEQ

    0 - PAST       010   550110  -  INSTR AIDE-CLASSROOM    05 / 15 / 94  06 / 30 / 03  11185.00  ___
    0 - PAST       005   550140  -  INSTR AIDE-SPECIAL ED   11 / 01 / 89  05 / 08 / 94   6005.00  ___
    1 - CURR       001   530002  -  NOON AIDE               05 / 15 / 94  06 / 30 / 99   1325.00  ___
    * - *DEL*      001   530230  -  SUBSTITUTE NOON AIDE    88 / 88 / 88  88 / 88 / 88      0.00  ___
    _ -            ___   _____  -                          __ / __ / __  __ / __ / __   _____   ___
    _ -            ___   _____  -                          __ / __ / __  __ / __ / __   _____   ___
    _ -            ___   _____  -                          __ / __ / __  __ / __ / __   _____   ___
    _ -            ___   _____  -                          __ / __ / __  __ / __ / __   _____   ___
    _ -            ___   _____  -                          __ / __ / __  __ / __ / __   _____   ___
    _ -            ___   _____  -                          __ / __ / __  __ / __ / __   _____   ___
    _ -            ___   _____  -                          __ / __ / __  __ / __ / __   _____   ___



   (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

SENR055 – Classified Seniority Report by Employee Sample Report

SENR055/PP1255XX/OG1990
RUN TIME 00:43:24
REQUESTED JOB CLASS   ALL

PERSONNEL/PAYROLL/RETIREMENT SYSTEM
CLASSIFIED SENIORITY REPORT BY EMPLOYEE
ACTIVE EMPLOYEE

PAGE NO.   13
RUN DATE   01/25/03

DISTRICT   00111   TRAINING UNIFIED SCHOOL DISTRICT

ASSGMT STATUS	ASGMT FAMILY	ASGMT LEVEL	JOB CLASS	JOB TITLE	BEGIN DATE	END DATE	CREDIT IN ASGMT	CREDIT IN OTHER	SENIORITY CREDIT
111-11-1111	TORREZ,JOAN			BEG SERVICE 02/07/83			SENR DATE 09/27/79	EMPL STAT A ACTIVE	
1 CURR		005	500110	SCHOOL SECRETARY I	1ST PROB 09/27/79 09/27/79	10/31/91	4520.00	20551.96	25071.96
112-12-1112	USTRICHE,LYNN			BEG SERVICE 05/02/97			SENR DATE 05/02/97	EMPL STAT A ACTIVE	
1 CURR		005	550060	SCHOOL/COMMUNITY LIAISON	05/02/97	04/30/02	4533.06	0.00	4533.06
113-13-1113	VOLMES,CHARLES			BEG SERVICE 11/01/89			SENR DATE 11/01/89	EMPL STAT A ACTIVE	
1 CURR	CU	015	400040	CUSTODIAL SPECIALIST	1ST PROB 11/01/89 08/30/99	06/30/02	4368.00	0.00	4368.00
0 PAST	CU	010	510070	HEAD CUSTODIAN II	01/27/97	08/31/99	5400.00	4368.00	9768.00
0 PAST	CU	005	510060	HEAD CUSTODIAN I	11/01/89	01/31/97	15448.00	9768.00	25216.00
114-14-1114	WATKINS,JAMES			BEG SERVICE 11/01/89			SENR DATE 05/02/97	EMPL STAT A ACTIVE	
1 CURR	C.	010	550110	INSTR AIDE-CLASSROOM	07/01/90	07/31/90	0.00	0.00	0.00
0 PAST		005	550140	INSTR AIDE-SPECIAL ED	11/01/89	05/08/94	6005.00	0.00	6005.00
115-15-1115	WILLIAMS, MARY			BEG SERVICE 02/03/92			SENR DATE 09/17/92	EMPL STAT A ACTIVE	
1 CURR	P.	045	550011	ADULT SCI-BEG SERVICE 05/02/97	05/05/92	12/31/01	15.00	0.00	15.00
0 PAST		040	540015	FOOD SERVICE COOK/MGR III	06/26/00	07/31/00	75.00	15.00	90.00
0 PAST		035	540020	FOOD SERVICE COOK/MGR II	06/28/99	07/31/99	75.00	90.00	165.00
0 PAST		030	540016	FOOD SRV COOK/MGR I	10/22/96	04/30/02	2334.00	165.00	2499.00
0 PAST		025	540050	FOOD SERVICE ASSISTANT III	09/09/96	0930/00	3977.75	2499.00	6476.75
0 PAST		020	550321	SUPR WORKER	12/06/95	03/31/00	47.25	6476.75	6524.00
0 PAST		015	540051	FOOD SERV ASST II	09/29/92	06/30/96	808.25	6524.00	7332.25
0 PAST		010	540040	FOOD SERVICE ASSISTANT III	09/17/92	06/30/96	1459.25	7332.25	8791.50
0 PAST	SU	005	540041	SUB FOOD SERV ASST I	02/03/92	06/30/92	140.00	0.00	140.00
116-16-1116	ZEPEDA,GILBERT			BEG SERVICE 11/01/89			SENR DATE 11/01/89	EMPL STAT A ACTIVE	
1 CURR		010	560110	GROUNDS UTILITY WORKER II	1ST PROB 11/01/89 07/16/90	04/30/02	23248.00	0.00	23248.00
1 CURR		005	560090	GROUNDS UTILITY WORKER	11/01/89	07/15/90	1808.00	23248.00	25056.00

SENR065 – Classified Seniority Report by Employee

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

SENR065 – Classified Seniority Report by Employee Sample Report

SENR065/PP1265XX/071690
RUN TIME 00:36:33
REQUESTED JOB CLASS   ALL

PERSONNEL/PAYROLL/RETIREMENT SYSTEM
CLASSIFIED SENIORITY REPORT BY CLASSIFICATION

PAGE NO.   3
RUN DATE   02/01/03

DISTRICT   00111 TRAINING UNIFIED SCHOOL DISTRICT

SOC SEC NUM	EMPLOYEE	BEGIN SERVICE	ASGMT FAMILY	ASGMT STATUS	BEGIN DATE	END DATE	CREDIT IN ASGMT	CREDIT IN OTHER	SENIORITY CREDIT	RANK
CLASSIFICATION	400015	ACCOUNTING SUPERVISOR								
111-11-1111	LOFIELD,RICHARD	11/05/90		1 CURR	11/05/90	01/24/00	19248.00	0.00	19248.00	1
222-22-2222	MCDANIELS,JOSEPH	09/01/68		1 CURR	10/01/02	12/31/02	168.00	0.00	168.00	2
333-33-3333	RODRIGUEZ,JOHN	10/10/01		1 CURR	12/02/02	12/31/02	168.00	0.00	168.00	3

SENR075 – Certificated Longevity Report by Employee

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

SENR075 – Certificated Longevity Report by Employee Sample Report

SENR075/PP1275XX/061990
RUN TIME   00:39:36
REQUESTED JOB CLASS   ALL

PERSONNEL/PAYROLL/RETIREMENT SYSTEM
CERTIFICATED LONGEVITY REPORT BY EMPLOYEE
ACTIVE EMPLOYEE

PAGE NO.   43
RUN DATE   02/01/03

DISTRICT   00111   TRAINING UNIFIED SCHOOL DISTRICT

ASSGMT STATUS	ASGMT FAMILY	ASGMT LEVEL	JOB CLASS	JOB TITLE	BEGIN DATE	END DATE	CREDIT IN ASGMT	CERT SEQUENCE OTHER
	711-77-7777	CARSON,JORDAN		BEG SERVICE 09/01/87	1ST PROB 09/01/87		SENR DATE 00/00/00	EMPL STAT A ACTIVE
1 CURR		030	290360	INSERVICE TRAINING	08/09/00	08/27/00	0.00	
1 CURR		025	290060	DEP HEAD EXTRA DUTY	10/12/99	05/11/01	0.00	
1 CURR		020	290320	SUMMER SCHOOL TEACHER	07/03/97	07/18/97	0.00	
1 CURR		015	290330	TCHR CURR/INSTRUCT PROJECT	07/02/90	08/27/00	0.00	
1 CURR		010	200001	REG TEACHER	11/01/89	06/30/02	0.00	
1 CURR		005	290340	TCHR SATURDAY CONT	09/01/87	06/07/96	0.00	
	811-88-8888	DRAKE,YVONNE		BEG SERVICE 09/01/87	1ST PROB 09/01/87		SENR DATE 00/00/00	EMPL STAT A ACTIVE
1 CURR		020	290330	TCHR CURR/ISNTRUCT PROJECT	06/18/93	05/12/00	0.00	
1 CURR		015	290320	SUMMER SCHOOL TEACHER	06/28/91	08/07/98	0.00	
1 CURR		010	260010	SUBSTITUTE TEACHER	07/30/90	08/17/90	0.00	
1 CURR		005	200001	REG TEACHER	09/01/87	09/30/02	0.00	
	911-99-9999	WILLIAMS, MARY		BEG SERVICE 08/06/99	1ST PROB 08/06/99		SENR DATE 00/00/00	EMPL STAT A ACTIVE
1 CURR		015	P. 280011	SUMMER ADULT SCH TEACHER	06/16/00	07/15/01	0.00	
1 CURR		010	280010	ADULT ED SCHOOL TEACHER	02/25/00	06/30/01	0.00	
1 CURR		005	280020	SUB ADULT SCHOOL TCHR	02/14/00	05/31/01	0.00	
	211-22-2222	EVANS,MICHEL		BEG SERVICE 09/01/88	1ST PROB 09/01/88		SENR DATE 00/00/00	EMPL STAT A ACTIVE
1 CURR		010	260010	SUBSTITE TEACHER	06/14/00	06/08/01	0.00	
1 CURR		005	240020	SCHOOL NURSE	09/01/88	06/08/01	0.00	
	311-33-3333	FLORES,MARIA		BEG SERVICE 09/01/87	1ST PROB 09/01/87		SENR DATE 00/00/00	EMPL STAT A ACTIVE
1 CURR		050	290050	STUDENT ACT EXTRA DUTY	10/19/00	06/08/01	0.00	
1 CURR		045	200045	STUDENT ACTIVITIES DIRECT	07/15/99	05/31/02	0.00	
1 CURR		040	290330	TCHR CURR/INSTRUCT PROJCT	08/11/98	08/28/98	0.00	
1 CURR		035	290020	MUSC EXTRA DUTY	09/01/97	05/12/00	0.00	
1 CURR		030	290360	INSERVICE TRAINING	07/05/94	06/30/94	0.00	
1 CURR		020	290320	SUMMER SCHOOL TEACHER	07/30/90	08/09/96	0.00	
1 CURR		015	280020	SUB ADULT SCHOOL TCHR	01/22/90	02/16/90	0.00	
1 CURR		010	200001	REG TEACHER	11/01/89	06/30/99	0.00	
1 CURR		005	290010	COACHING	12/01/89	06/08/01	0.00	
	411-11-1111	HARRIS,MICHAEL		BEG SERVICE 02/01/97	1ST PROB 02/01/97		SENR DATE 00/00/00	EMPL STAT A ACTIVE
1 CURR		010	101011	ASST. SUPT/STUDNT ACHIEVT	07/13/99	01/31/00	0.00	
1 CURR		005	101010	ASST. SUPT. - EDUCATION	02/01/97	06/30/99	0.00	
	511-55-5555	IKE,LEE		BEG SERVICE 06/21/91	1ST PROB 00/00/00		SENR DATE 00/00/00	EMPL STAT A ACTIVE
1 CURR		040	110040	PRINCIPAL ELEMENTARY SCH.	07/23/01	09/30/02	0.00	
1 CURR		035	290325	SUMMER ADMIN INTERNS	06/16/00	08/06/00	0.00	
1 CURR		030	200022	TCHR RESOURCE CURRICULUM	07/02/99	08/27/00	0.00	
1 CURR		025	290360	INSERVICE TRAINING	07/22/98	06/30/00	0.00	
1 CURR		020	200020	TEACHER K-6 RESOURCE	06/18/98	06/30/01	0.00	
1 CURR		015	290330	TCHR CURR/INSTRUCT PROJCT	06/21/91	03/16/01	0.00	
1 CURR		010	290320	SUMMER SCHOOL TEACHER	06/28/91	07/23/93	0.00	
1 CURR		005					0.00	

SENR085 - Certificated Longevity Report by Classification

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

SENR085/PP1285XX/071690
RUN TIME   00:42:02
REQUESTED JOB CLASS   ALL

PERSONNEL/PAYROLL/RETIREMENT SYSTEM
CERTIFICATED SENIORITY REPORT BY CLASSIFICATION

PAGE NO.   9
RUN DATE   02/01/03

DISTRICT   00111 TRAINING UNIFIED SCHOOL DISTRICT

SOC SEC NUM	EMPLOYEE	BEGIN SERVICE	ASGMT FAMILY	ASGMT STATUS	BEGIN DATE	END DATE	CREDIT IN ASGMT	CERT SEQUENCE NUMBER	RANK
CLASSIFICATION	112010 ASST. PRINCIPAL HIGH SCHOOL								
777-77-7777	CASTRO,ESWARD	01/11/78		1 CURR	09/10/98	07/31/02	0.00		1
888-88-8888	DONALDS,JOHN	09/01/71		1 CURR	08/30/99	10/29/99	0.00		2
999-99-9999	WILLIAMS,MARSHALL	09/06/86		1 CURR	10/27/99	07/31/02	0.00		3

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

FOR LACOE USE ONLY:
Date Received:___/___/____
By: _____
Specs Date Entered___/___/____
By: _____
Mailed Date: ___/___/___
By: _____

(1) Date Submitted: _____/___/_____   SAMPLE

(2) District No.: _____   (3) District Name: _____

(4a) Prepared/Submitted By:_____ (4b) Phone No.: (____) _____ Ext. _____

(5a) HRS Coordinator: _____ (5b) Phone No.: (____) _____ Ext. _____

(6) **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**)

(7) **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*
☐ _____   _____   _____   _____   _____

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

(1) Date Submitted: _____

(2) District No.: _____   *(3)* District Name: _____

(4a) Prepared/Submitted By:_____ *(4b)* Phone No.: _____

(5a) HRS Coordinator: _____ *(5b)* Phone No.: _____

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(6) **Report Type** (please note: only one report <u>type</u> per request form. Refer to instructions.):

    ☐ Active and Terminated Employees **(HSN01)**

    ☐ Active Employee Only **(HSN03)**

    ☐ Terminated Employees Only **(HSN04)**

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(7) **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: _____

Los Angeles County Office of Education
Division of School Financial Services

HRS SENIORITY/LONGEVITY

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. "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