

Oregon University System *(Formerly referred to as Higher Education)*
Recognized Service Date
How to determine new RSD and process in PPDB

For employees appointed to the State of Oregon from the Oregon University System agencies (See List below) the "time worked" **does** count toward the Recognized Service Date for the vacation accrual rate; however, **NO** accrued vacation time is allowed to be transferred in.

For transfer of accumulated sick leave between OUS and State Agencies, refer to attached memo that was sent out on HRLIST November 26, 2004. Sick leave hours are dealt with through Payroll.

The following list of Oregon University System agencies include those agencies that we **do** count their previous time worked toward Recognized Service Date (**if employee has worked for an institution within 2 years of being appointed to a State Agency on PPDB**).

Oregon University System Contacts for previous time information		
58080	Oregon University System / Chancellors Office	541/346/5766
58010	Eastern Oregon College (EOC) Located in La Grande	541/962-3548
58018	Oregon Institute of Technology (OIT) Located in Klamath Falls	541/885-1028
58020	Western Oregon University (WOU) Located in Monmouth	503/838-8139
58030	Oregon State University (OSU) Located in Corvallis	541/737-3609
58040	Southern Oregon University (SOU) Located in Ashland	541/552-6315
58050	University of Oregon (UO) Located in Eugene	541/346-2977
58090	Portland State University (PSU) Located in Portland	503/725-3749

Effective 7/1/97 an employee appointed to the State of Oregon from Oregon Health Science University (OHSU - Agency # 58070) is considered a 'NEW HIRE' and time worked at OHSU **does NOT** count as previous time worked with the State. This means that we **will NOT** adjust the Recognized Service Date for vacation accrual to show time worked at OHSU and Sick Leave shall not be transferred.

NOTE: OUS and OHSU records previously in PPDB system were deleted from PPDB 6/30/95

Procedures for entering information on PPDB for employees hired from Oregon University System

1. First, determine whether the OUS agency qualifies from list above. The last date of employment with OUS and the date you are hiring the employee, must be within 2 years for the OUS time to count toward RSD.
2. To determine the dates of employment at OUS, contact the Personnel/Payroll office for the Agency the employee worked for **See list above**. Ask them for the dates of employment with the OUS Agency and request a copy of payroll records (or screen prints) for documentation. Also determine if this was Permanent or Temporary. (Temporary time does not count). This will be filed in the employee's Personnel Folder.
3. Convert time employed at Oregon University System to MONTHS.

EXAMPLE: (APPT DATE) **9/30/92** TO (TERM DATE) **2/15/00** worked for Higher Ed = 2694 days. $2694 \text{ days} \div 30.42 = 88.560$ months (PPDB field allows three digits past decimal point)

If a date calculator is not available, Send an email to group.ppdb@state.or.us for to request a RSD calculator.

4. When you have documentation of time worked at OUS, the Personnel Action (PA) will be processed into the PPDB system as a New Hire using the **181** code. The adjusted Recognized Service Date must be keyed. **ALSO**, key the **source fields** as shown below.

Enter information on PPDB as follows:

Prior Svc: Source (This shows the OUS Agency the employee worked at)
Months (This shows the number of Months worked at OUS)
Sep Dte (This shows the date employee terminated with OUS)

```

PBED                DEPT OF ADMIN SVCS
CURRENT             EMPLOYEE JOB DISPLAY          F6=PBEL
NAME:              EMP:          JOBNO:          DBL:          ACT NEEDED:
AGENCY:            AGY DISTR:      AUTHNO:            POSNO:            RDC:
EMP CLASS-COMP:                                RNG:          FZE:
NEW EFF D/T: . . . . . EFF DTE:          END:          RETRO:            PA PRNT: .
NEW PA: CDE . . . . . NUM . . . . .   CREATED:            SH DISP: .

AUTHNO:            FZP5:          EMTL STATUS:      FILL STATUS: M
TRIAL SVC END:     WORK PHONE:          EXT:          DIR PRT: Y
APPT TYPE:         APPT METHOD:          APPT DATE:
CERT NUMBER:       ANCMT TYP:          DBL CODE:
PERFORMANCE APPRAISAL: DATE:          CODE:          SCORE:
LEAVE CODE:        LEAVE DATE:          LEAVE RETURN:
REC SVC DATE 09/30/92   AGY SVC DATE:          REPR SVC DATE: 051500
SEP CODE:          SEP: DATE          TIME          TEMP REASON:
SVC SCORE:         SVC THRU:          APPT AGY:

PRIOR SVC: SOURCE   WOU (or 58020)   MONTHS 88.560   SEP DTE 02/15/00
AGY USE/DISP: . . . . .

EFF D/T:          PA:CDE          NUM
ACTION: . . . NXT PA C/N: .181 . . . . . CONFIRM: . PAGE: 001 OF 001
CANCEL: . NXT ACT: . . . AGENCY: . . . EMP: . . . . . JOBNO: . . POSNO: . . . . .
AUTHNO: . . . . . EFF DTE: 02/16/00 OTHER: . . . . .
MSG AREA:        CURRENT HISTORY ONLY LOADED
    
```

November 26, 2004

To: Agency Human Resource Managers & Analysts
From: Susan B. Wilson, Administrator
Human Resource Services Division
Re: Sick Leave Transfer with Oregon University Systems

The Department of Administrative Services and the Oregon University System (OUS) have made the changes necessary to allow the transfer of accumulated sick leave between the OUS and state agencies. This is applicable to classified unrepresented, management and unclassified executive service employees, and unclassified unrepresented employees. Represented employees may also transfer sick leave hours to and from OUS, subject to sick leave provisions in applicable collective bargaining agreements.

Effective September 29, 2004, accumulated sick leave may be transferred to the hiring entity. This date reflects the effective date of the OUS permanent rule providing for sick leave balance transfers outside of the system. This also applies to separated employees who return to state service within two years. The retroactive effective date requires agencies to identify current employees who transferred in from the OUS on or after the effective date of this change and work with the appropriate campus to transfer accrued sick leave.

Agencies will need to contact the OUS campus where the employee previously worked to determine the amount of accrued sick leave available for transfer. Attached is a list of the contacts for each of the OUS campuses. Sick leave hours transferred from the OUS must be manually entered into the payroll system. You do not need to follow up on separated employees.

The transfer of sick leave for employees coming in from OUS will be subject to HRSD State Policy, 60.000.01, Sick Leave with Pay. Please check with your assigned Labor Relations Manager if you have questions regarding represented employees.

If you have other questions, please call 503.378.8344 and ask to speak to a HR Consultant.

Cc: Denise Yunker
Chancellor's Office, OUS