

# NIS HR/Payroll Dates Definitions

## Overview

The NIS system contains a number of date fields that effectively record when employee actions occur (i.e. initial hire date, agency hire date, reclassification date, etc.) to assure integrity in NIS and that our HR reporting is correct.

This document is intended to clarify how dates in NIS are used in the Employee Master and Benefits Administration Screens.

### **Employee Master Dates:**

[Adjusted Service Date](#)

[Original Hire Date](#)

[Agency Original Hire Date](#)

[Employee Termination Date](#)

[Date in Current Position ID](#)

[Date in Current Job](#)

[Date Pay Starts](#)

[Date Pay Stops](#)

### **Employee Benefit Administration Dates:**

[Begin Date](#)

[Ending Date](#)

[Enrollment End Date](#)

## NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

## Adjusted Service Date:

This is the date used to determine the amount of leave earning the employee should be receiving. This **MAY** be the same date as the Original Hire Date or Agency Original Hire Date depending on the circumstances and would exclude any breaks in service per Article 14.15 of the contract.

## Original Hire Date:

This is the employee's Original Hire Date with the State of Nebraska **excluding any time the person was employed as a temporary at the beginning of their employment with the State.**

For instance, if an individual started as a temporary on 7/1/02 and was later hired as a permanent employee, effective 10/1/02, use the 10/1/02 date as the Original Hire Date. When changing the Original Hire Date in this type of scenario, use Change Reason 023 (temporary to new hire). This will remain in history on that particular field.

If the employee started as a permanent on 7/1/02, became a temporary on 10/1/02 and then again became a permanent on 12/1/02, leave the Original Hire Date as 7/1/02.

If you are entering a new temporary employee, use the date they started as a temporary. If this same temporary is later hired as a permanent employee, please follow the directions above and change the Original Hire Date to the date they started as a permanent employee and use the change reason 023. Even if there were a break in service, this date would not change. This date can never be later than the Agency Original Hire Date.

The Original Hire Date is being used in several NIS reports to track "permanent" employee time for such things as retirement eligibility, etc.

## Agency Original Hire Date:

This should be the date the employee started with the particular agency. If the employee transferred from another state agency, this date will reflect the date they start with your agency. Sometimes this date will be the same date as the Original Hire Date. This date must be less than or equal to the Date Pay Starts.

## Employee Termination Date:

The date the employee terminated their employment with your agency. This date is not used if the employee transfers to another position within another agency.

## Date in Current Position ID:

This is the date the employee started in that particular **position number**.

**Date in Current Job:**

This is the date the employee obtained their **current job title**. If the employee took a lateral transfer, this date would not change, but the Date in Current Position would change.

If the employee is reclassified this date should be changed to the date the reclassification was effective.

**Date Pay Starts:**

This date should be either the same as the Original Hire Date or the Agency Original date.

**Date Pay Stops:**

This is the date the Employee terminated with the agency.

**Begin Date:**

The first day of the pay period deductions should begin.

**Ending Date:**

The last day of the pay period deductions should stop.

**Enrollment End Date:**

The last day of the pay period deductions should stop.

Remember that you **CAN** check history behind the date fields in NIS. This is especially useful if you have an employee who is requesting Family Medical Leave and you need to check the history of their Original Hire Date. Temporary time is counted when determining eligibility for Family Medical Leave.