

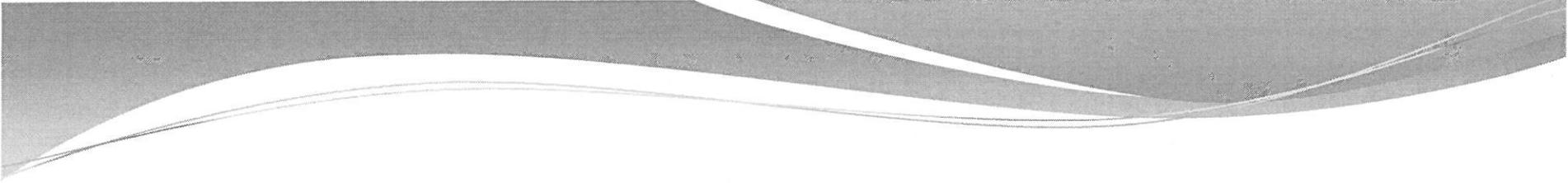
Welcome to the State of WV Progression Date Calculator Tutorial



West Virginia
Division of Personnel

Created By: Joshua McAtee

Revised 4/29/16

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- This tutorial makes the assumption that you have already downloaded the “Progression Date Calculator” Excel file to your computer and saved the file in a location that is easily accessible to you.
 - Please begin by opening the “Progression Date Calculator” Excel file.

Let's begin by showing you around the calculator and explain what each function does before we start entering information.

The calculator is comprised of a main page where all the results will be displayed and additional information pages that you will have access to.

| WV State Employment Calculator - Rev. 3/30/2016 | | | | | | | | | | Erase All | |
|--|----------------------|--------------|-------------------|-----------------------------|--------------|---------------|------|---------|-----|-----------|---------|
| Employee Name: | | | | Transaction Number: | | | | | | | |
| YEARS | **MONTHS (Approx.) | | ***Days (Approx.) | | Hours | Minutes | | | | | |
| 0 | 0 | 0 | 0 | 0 | 0 | | | | | | |
| Increment Calc. year: 1/01/1900 | | | | days of service: 0.000 | | Missing Info | | County | | Health | |
| years for increment: 0 | | | | Increment Amount: 0 | | HR: MIN: FTE: | | | | | |
| Original Hire Date (First Time with State Include Temporary Assignments (Optional)) | | | | | | | | | | | |
| Date of first time hired as a permanent Employee: | | | | | | | | | | | |
| Most Recent Permanent Hire Date: | | | | | | | | | | | |
| End of Employment or Current Date: | | | | | | | | | | | |
| Based on 8 Hour Shift (adjust accordingly) | | | | Days Off Payroll: 0 | | | | Return: | | | |
| Type of Leave (Use Drop Down List) | Date of Transaction: | HR: | MIN: | Return (Use Drop Down List) | Return Date: | HR: | MIN: | FTE: | To: | County: | Health: |
| | | | | | | | | | | | |
| Pay Progression Start: | | Missing info | | Start Time: | | Missing info | | | | | |
| Benefits Progression Start: | | Missing info | | Start Time: | | Missing info | | | | | |
| Leave Progression Start: | | Missing info | | Start Time: | | Missing info | | | | | |
| Increment Progression Start: | | Missing info | | Start Time: | | Missing info | | | | | |
| Completed By: | | | | Approved By: | | | | | | | |

This Excel spreadsheet calculator is password protected to prevent intentional or accidental attempts to alter the way the calculator functions. You can only enter information in predetermined fields.

Most of the information is contained on page one. At the top of the page you will see a section for name and transaction numbers. Also at the top right above transaction number will be a gray box that says "Erase All" if you click that, it will erase all fields and give you a blank sheet.

| WV State Employment Calculator - Rev. 3/30/2016 | | | | | | | | | | Erase All | |
|---|----------------------|----------|-------------------|-----------------------------|--------------|--------------|---------|-----------------|------------------|-----------|--|
| Employee Name: | | | | Transaction Number: | | | | | | | |
| YEARS | ***MONTHS (Approx.) | | ***Days (Approx.) | | Hours | | Minutes | | | | |
| 0 | 0 | | 0 | | 0 | | 0 | | | | |
| ***Months and Days above are approximate due to rounding issues*** | increment calc year | 1/0/1900 | | | | Missing Info | | | County Health | | |
| | days of service | 0.000 | | | | | | | | | |
| | years for increment | 0 | | | | HR: | | MIN: | | FTE: | |
| | increment Amount | 0 | | | | | | | | | |
| Original Hire Date (First Time with State including Temporary Appointment) (Optional) | | | | | | | | | | | |
| Date of first time hired as a permanent Employee | | | | | | | | | | | |
| Most Recent Permanent Hire Date: | | | | | | | | | | | |
| End of Employment or Current Date: | | | | | | | | | | | |
| Based on 8 Hour Shift (adjust accordingly) | | | | Days Off Payroll: | | | | 0 | | Return | |
| Type of Leave (Use Drop Down List) | Date of Transaction: | HR: | MIN | Return (Use Drop Down List) | Return Date: | HR: | MIN | FTE Upon Return | To County Health | | |

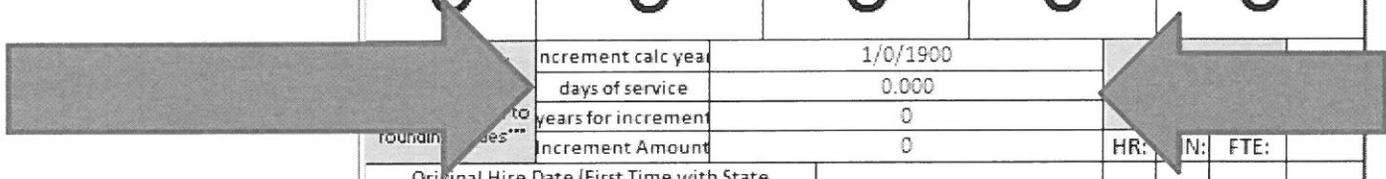
This calculator is based on an eight hour shift. Please adjust accordingly.

At the top you will see the calculation for years, months, days, hours, and minutes. The months and days are approximate due to some months being longer and some shorter. For a more accurate amount of years and days, please use the gray box below the minutes field.

| WV State Employment Calculator - Rev.-3/30/2016 | | | | | | | | | | Erase All | |
|---|----------------------|-------------------|-------|-------------------------------------|-------------------|--------|------|-----------------|-------------------------|-----------|--|
| Employee Name: | | | | Transaction Number: | | | | | | | |
| YEARS | ***MONTHS (Approx.) | ***Days (Approx.) | Hours | Minutes | | | | | | | |
| 0 | 0 | 0 | 0 | 0 | | | | | | | |
| ***Months and Days above are approximate due to rounding issues*** | Increment calc year | 1/0/1900 | | Missing Info | | | | | | | |
| | days of service | 0.000 | | | | Health | | | | | |
| | years for increment | 0 | | HR: | MIN: | FTE: | | | | | |
| | Increment Amount | 0 | | | | | | | | | |
| Original Hire Date (First Time with State including Temporary Appointment) {Optional} | | | | | | | | | | | |
| Date of first time hired as a permanent Employee | | | | | | | | | | | |
| Most Recent Permanent Hire Date: | | | | | | | | | | | |
| End of Employment or Current Date: | | | | | | | | | | | |
| Based on 8 Hour Shift (adjust accordingly) | | | | | Days Off Payroll: | | | 0 | | Return | |
| Type of Leave (Use Drop Down List) | Date of Transaction: | HR: | MIN: | Type of Return (Use Drop Down List) | Return Date: | HR: | MIN: | FTE Upon Return | Return To County Health | | |

Once all information is entered correctly, the calculator will provide you with the days of service for increment, years for increment, and amount that the increment should have been for the most recent increment payment. The calculator will use the correct increment year based on the “End of Employment or Current Date” entered below.

| WV State Employment Calculator - Rev.-3/30/2016 | | | | | | | | | | Erase All | |
|---|----------------------|-------------------|-------|-------------------------------------|--------------|------|-----|-----------------|------------------|-----------|--|
| Employee Name: | | | | Transaction Number: | | | | | | | |
| YEARS | ***MONTHS (Approx.) | ***Days (Approx.) | Hours | Minutes | | | | | | | |
| 0 | 0 | 0 | 0 | 0 | | | | | | | |
| Increment calc year | | 1/0/1900 | | | | | | | | | |
| days of service | | 0.000 | | | | | | | | | |
| years for increment | | 0 | | | | | | | | | |
| Increment Amount | | 0 | | HR: | | MIN: | | FTE: | | | |
| Original Hire Date (First Time with State including Temporary Appointment) (Optional) | | | | | | | | | | | |
| Date of first time hired as a permanent Employee | | | | | | | | | | | |
| Most Recent Permanent Hire Date: | | | | | | | | | | | |
| End of Employment or Current Date: | | | | | | | | | | | |
| Based on 8 Hour Shift (adjust accordingly) | | | | Days Off Payroll: | | 0 | | Return | | | |
| Type of Leave (Use Drop Down List) | Date of Transaction: | HR: | MIN | type of Return (Use Drop Down List) | Return Date: | HR: | MIN | FTE Upon Return | To County Health | | |



This section is where employee's first date working for the state (either temporary or permanent) including DOP Covered and Non-Covered employment, first time as a permanent employee, most recent permanent hire, and end of employment or current date sections. These dates are used to help calculate tenure, increment, and progression dates in wvOASIS. Please make sure they are correct or the calculator will not provide you with accurate results.

| WV State Employment Calculator - Rev.-3/30/2016 | | | | | | | | | | Erase All | |
|---|----------------------|-------------------|-------|-------------------------------------|--------------|------|---------------|-----------------|---------------|-----------|--|
| Employee Name: | | | | Transaction Number: | | | | | | | |
| YEARS | ***MONTHS (Approx.) | ***Days (Approx.) | Hours | | Minutes | | | | | | |
| 0 | 0 | 0 | 0 | | 0 | | | | | | |
| ***Months and Days above are approximate due to rounding issues*** | Increment calc year | 1/0/1900 | | | Missing Info | | County Health | | | | |
| | days of service | 0.000 | | | | | | | | | |
| | years for increment | 0 | | | | | | | | | |
| | Increment Amount | 0 | | | HR: | MIN: | | | FTE: | | |
| Original Hire Date (First Time with State including Temporary Appointment) (Optional) | | | | | | | | | | | |
| Date of first time hired as a permanent Employee | | | | | | | | | | | |
| Most Recent Permanent Hire Date: | | | | | | | | | | | |
| End of Employment or Current Date: | | | | | | | | | | | |
| Based on 8 Hour Shift (adjust accordingly) | | | | Days Off Payroll: | | 0 | | Return To | | | |
| Type of Leave (Use Drop Down List) | Date of Transaction: | HR: | MIN | Type of Return (Use Drop Down List) | Return Date: | HR: | MIN | FTE Upon Return | County Health | | |

You can also enter hours and minutes if an employee started anytime except at the beginning of their shift. An example would be someone hired after 4 hours because of the pay period. Otherwise, leave the hours and minutes blank.

An issue some agencies seem to have is what to put in the “Most Recent Permanent Hire Date:” For this box enter the most recent permanent hire which would be an EO or AB in HRIS or a REHIR, TEMPOR, or ORIGL in wvOASIS.

| WV State Employment Calculator - Rev.-3/30/2016 | | | | | | | | | | Erase All | |
|---|----------------------|----------|-------------------|-------------------------------------|-------------------|--------------|---------|-----------------|------------------|-----------|--|
| Employee Name: | | | | Transaction Number: | | | | | | | |
| YEARS | ***MONTHS (Approx.) | | ***Days (Approx.) | | Hours | | Minutes | | | | |
| 0 | 0 | | 0 | | 0 | | 0 | | | | |
| **Months and Days above are approximate due to rounding issues** | Increment calc year | 1/0/1900 | | | | Missing Info | | | County Health | | |
| | days of service | 0.000 | | | | | | | | | |
| | years for increment | 0 | | | | HR: | MIN: | FTE: | | | |
| | Increment Amount | 0 | | | | | | | | | |
| Original Hire Date (First Time with State including Temporary Appointment) (Optional) | | | | | | | | | | | |
| Date of first time hired as a permanent Employee | | | | | | | | | | | |
| Most Recent Permanent Hire Date: | | | | | | | | | | | |
| End of Employment or Current Date: | | | | | | | | | | | |
| Based on 8 Hour Shift (adjust accordingly) | | | | | Days Off Payroll: | | | 0 | | Return | |
| Type of Leave (Use Drop Down List) | Date of Transaction: | HR: | MIN | type of Return (Use Drop Down List) | Return Date: | HR: | MIN | FTE Upon Return | To County Health | | |



Transfers between agencies will not be the most recent hire date unless that transfer involved the above transactions.

A common misconception is that the “End of Employment or Current Date” needs to be the date prior to the last increment run (in this case 6/30/2015). This is in fact incorrect. While previous calculators did require this, the Progression Date Calculator does **not**. Every time the calculator is used, it is running both increment and tenure separately.

| WV State Employment Calculator - Rev.-3/30/2016 | | | | | | | | | | Erase All | |
|---|----------------------|----------|-------------------|-------------------------------------|-------------------|--------------|------|-----------------|------------------|-----------|--|
| Employee Name: | | | | Transaction Number: | | | | | | | |
| YEARS | ***MONTHS (Approx.) | | ***Days (Approx.) | | Hours | Minutes | | | | | |
| 0 | 0 | | 0 | | 0 | 0 | | | | | |
| ***Months and Days above are approximate due to rounding issues*** | Increment calc year | 1/0/1900 | | | | Missing Info | | | County Health | | |
| | days of service | 0.000 | | | | | | | | | |
| | years for increment | 0 | | | | | | | | | |
| | Increment Amount | 0 | | | | HR: | MIN: | FTE: | | | |
| Original Hire Date (First Time with State including Temporary Appointment) (Optional) | | | | | | | | | | | |
| Date of first time hired as a permanent Employee | | | | | | | | | | | |
| Most Recent Permanent Hire Date: | | | | | | | | | | | |
| End of Employment or Current Date: | | | | | | | | | | | |
| Based on 8 Hour Shift (adjust accordingly) | | | | | Days Off Payroll: | | 0 | | | Return | |
| Type of Leave (Use Drop Down List) | Date of Transaction: | HR: | MIN: | type or Return (Use Drop Down List) | Return Date: | HR: | MIN: | FTE Upon Return | To County Health | | |

The “End of Employment or Current Date” is exactly what it says, the effective date of the employee leaving state employment or if they are still a current employee, the current date today. Using the progression date calculator incorrectly will result in rejected transactions.

In the event that an employee was hired at a reduced FTE (full time equivalent) you enter that information under the FTE Section. If you had an employee who started at 60% FTE you would enter that as 0.60. If this box is left blank, the calculator defaults to full time.

| WV State Employment Calculator - Rev.-3/30/2016 | | | | | | | | | | Erase All | |
|---|----------------------|-------------------|---------------------|-------------------------------------|-------------------|---------|---------|-----------------|------|-------------------------|--|
| Employee Name: | | | Transaction Number: | | | | | | | | |
| YEARS | ***MONTHS (Approx.) | ***Days (Approx.) | Hours | | | Minutes | | | | | |
| 0 | 0 | 0 | 0 | | | 0 | | | | | |
| ***Months and Days above are approximate due to rounding issues*** | Increment calc year | 1/0/1900 | | | | | Missing | | | County Health | |
| | days of service | 0.000 | | | | | | | | | |
| | years for increment | 0 | | | | | | | | | |
| | Increment Amount | 0 | | | | | HR: | MIN: | FTE: | | |
| Original Hire Date (First Time with State including Temporary Appointment) (Optional) | | | | | | | | | | | |
| Date of first time hired as a permanent Employee | | | | | | | | | | | |
| Most Recent Permanent Hire Date: | | | | | | | | | | | |
| End of Employment or Current Date: | | | | | | | | | | | |
| Based on 8 Hour Shift (adjust accordingly) | | | | | Days Off Payroll: | | | 0 | | Return To County Health | |
| Type of Leave (Use Drop Down List) | Date of Transaction: | HR: | MIN | type of Return (Use Drop Down List) | Return Date: | HR: | MIN | FTE Upon Return | | | |

The County Health Box to the right of the FTE will only be used for those employee's whose tenure you are calculating worked at a County Health Department. If the employee worked at a County Health Department you will select the box and a drop down arrow will appear to the right. If "Yes" is selected the calculator will not give the employee increment credit for that time period.

| WV State Employment Calculator - Rev.-3/30/2016 | | | | | | | | Erase All | |
|---|----------------------|-------------------|---------------------|-------------------------------------|--------------|------|------|-----------------|------------------|
| Employee Name: | | | Transaction Number: | | | | | | |
| YEARS | ***MONTHS (Approx.) | ***Days (Approx.) | Hours | | Minutes | | | | |
| 0 | 0 | 0 | 0 | | 0 | | | | |
| ***Months and Days above are approximate due to rounding issues*** | Increment calc year | 1/0/1900 | | | Missing Info | | | County Health | |
| | days of service | 0.000 | | | | | | | |
| | years for increment | 0 | | | | | | | |
| | Increment Amount | 0 | | | HR: | MIN: | FTE: | | |
| Original Hire Date (First Time with State including Temporary Appointment) (Optional) | | | | | | | | | |
| Date of first time hired as a permanent Employee | | | | | | | | | |
| Most Recent Permanent Hire Date: | | | | | | | | | |
| End of Employment or Current Date: | | | | | | | | | |
| | | | Days Off Payroll: | | | 0 | | | |
| Type of Leave (Use Drop Down List) | Date of Transaction: | HR: | MIN: | Type of Return (Use Drop Down List) | Return Date: | HR: | MIN: | FTE Upon Return | To County Health |

At the bottom right, you will see a calculation of days off payroll.

This section of page one is where information is entered anytime an employee leaves payroll. Whether that is because of a leave of absence or if they left state employment and came back later. No credit is given for donated leave.

| Based on 8 Hour Shift (adjust accordingly) | | | | Days Off Payroll: | | 0 | | | Return To County Health |
|--|----------------------|-----|-----|-------------------------------------|--------------|-----|-----|-----------------|-------------------------|
| Type of Leave (Use Drop Down List) | Date of Transaction: | HR: | MIN | Type or Return (Use Drop Down List) | Return Date: | HR: | MIN | FTE Upon Return | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

In both the type of leave and type of return sections you will have to select an option from the drop down menu. When you click on the cell an arrow will appear at the right side of the cell. When you click that arrow a drop down list will appear and you must select the appropriate option from the list.



Chronological Order

ALL transactions entered into the type of leave section must be in chronological order to provide a correct calculation.

Effective date from HRIS transactions is used in this calculator, not last day worked.

In the Type of Leave section put the date, hours and minutes the employee went off payroll.

| Based on 8 Hour Shift (adjust accordingly) | | | | Days Off Payroll: | | 0 | | | Return To County Health |
|--|----------------------|-----|-----|-------------------------------------|--------------|-----|-----|-----------------|-------------------------|
| Type of Leave (Use Drop Down List) | Date of Transaction: | HR: | MIN | Type of Return (Use Drop Down List) | Return Date: | HR: | MIN | FTE Upon Return | |
| LOA-MED | 2/23/2015 | 2 | 36 | LVRTN-LRS | 2/24/2015 | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

When placing hours and minutes, use actual hours and minutes. If an employee started work at 8am and left at 10:36am you would put 2 hours and 36 minutes.

The bottom of page one shows a lot of useful information. Assuming the information entered into the calculator is correct this will provide you with the following:

| | | | |
|------------------------------|-----------|--------------|-------------|
| Pay Progression Start: | 12/3/2012 | Start Time: | 00Hrs 00Min |
| Benefits Progression Start: | 12/3/2012 | | |
| Leave Progression Start: | 12/3/2012 | Start Time: | 05Hrs 24Min |
| Increment Progression Start: | 12/3/2012 | Start Time: | 05Hrs 24Min |
| Completed By: | | Approved By: | |

As long as you enter the correct information, this calculator will give you the appropriate information for your progression dates in wvOASIS.

This program also takes into account Worker's Compensation leaves of absence and Military leaves of absence and gives the employee credit for those time periods.

Below this is a space for the person completing this calculation to place their name and whoever approved their work before sending it as backup documentation to DOP.

This is a common error that is causing some confusion with new users. As you can see below, we have entered in a resignation and now the calculator is showing the employee has worked for over 116 years.

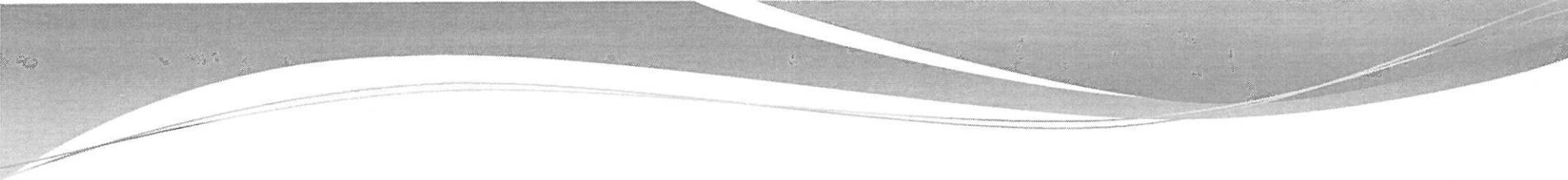
| WV State Employment Calculator | | | | | Clear All Fields | |
|--|----------------------|-------------------|----------|-------------------------------------|------------------|----------|
| Employee Name: | Transaction Number: | | | | | |
| YEARS | ***MONTHS (Approx.) | ***Days (Approx.) | Hours | Minutes | | |
| 116 | 4 | 15 | 3 | 25 | | |
| ***Months and Days above are approximate due to rounding issues*** Calculator also accounts for Leap Year | Increment calc year | 6/30/2015 | | Total Time: | | |
| | days of service | 42431.427 | | 116 Years | | |
| | years for increment | 116.2504852 | | 135 Days | | |
| | Increment Amount | 6960 | | HR: | MIN: | |
| Original Hire Date (First Time with State including Temporary Appointment) (Optional) | | 5/1/2014 | | | | |
| First time hired as a permanent Employee | | 5/1/2014 | | | | |
| Most Recent Permanent Hire | | 2/7/2015 | | | | |
| End or current | | 8/13/2015 | | | | |
| Based on 8 Hour Shift (adjust accordingly) | | Days Off Payroll: | | -42006 | | |
| Type of Leave (Use Drop Down List) | Date of Transaction: | HR: | MIN: | Type of Return (Use Drop Down List) | Return Date: | HR: MIN: |
| RESIGNED | 1/1/2015 | 3 | 25 | | | |

This error is caused due to having no return to service. As you will see on the next slide, once the return date is entered, the system will give you a corrected calculation.

After the return to service date is entered, it is now giving you the correct length of service.

| WV State Employment Calculator | | | | | | | Clear All Fields | |
|--|----------------------|---------------------|------|-------------------------------------|--------------|-------------|------------------|--|
| Employee Name: | | Transaction Number: | | | | | | |
| YEARS | ***MONTHS (Approx.) | ***Days (Approx.) | | Hours | Minutes | | | |
| 1 | 2 | 8 | | 3 | 25 | | | |
| ***Months and Days above are approximate due to rounding issues*** Calculator also accounts for Leap Year | Increment calc year | 6/30/2015 | | | | Total Time: | | |
| | days of service | 389.427 | | | | 01 Years | | |
| | years for increment | 1.066923516 | | | | 68 Days | | |
| | Increment Amount | 0 | | | | HR: | MIN: | |
| Original Hire Date (First Time with State including Temporary Appointment) (Optional) | | 5/1/2014 | | | | | | |
| First time hired as a permanent Employee | | 5/1/2014 | | | | | | |
| Most Recent Permanent Hire | | 2/7/2015 | | | | | | |
| End or current | | 8/13/2015 | | | | | | |
| Based on 8 Hour Shift (adjust accordingly) | | | | Days Off Payroll: | | 36 | | |
| Type of Leave (Use Drop Down List) | Date of Transaction: | HR: | MIN: | Type of Return (Use Drop Down List) | Return Date: | HR: | MIN: | |
| RESIGNED | 1/1/2015 | 3 | 25 | REHIRE | 2/7/2015 | | | |

Another common question is “why do I have to put their rehire in twice?” If you look at the Most Recent Permanent Hire Section you will see the same date as the Rehire in the Return Section. The “Most Recent Permanent Hire” section is used for the Benefit Progression date, while the Return section is needed to determine Leave Progression and Increment Progression. You will have to place the information in both places to receive accurate information from the calculator.



Type of Leave Drop Down List

LOA-Med = Medical Leave of Absence

LOA-PER = Personal Leave of Absence

LOA-FML = FMLA Leave of Absence

LOA-EDU = Educational Leave of Absence

LOA-A = Military Leave of Absence Part A

LOA-B = Military Leave of Absence Part B

LOA-WC = Worker's Compensation Leave

LOA-SAW= Sabbatical Leave of Absence Paid

LOA-SAO = Sabbatical Leave of Absence Unpaid

LOA-MPU = Military Leave of Absence Unpaid

Death = Death of the employee

Resigned = Employee resigned willingly from position

Dismissed = Employee removed from their position by employer

Lay-Off = Employer removed employee due to reduction in staff

Suspension = Employee temporarily removed from position by employer

Transfer-Out = Employee has left one state agency to go to another

FTE-Change= Employee did not go off payroll but instead changed FTE
either up or down



Type of Return Drop Down List

LVRTN-LRS = Leave Return

REHIRE = Return to state employment of a former state employee

TRANSFER-IN = Transfer of a state employee to another state agency

FTE-CHANGE = Employee did not go off payroll but is changing FTE either up or down

END-EMPLOY = Use for effective date of employee who never returned from being off payroll. (ie. Employee was on leave but did not return and later resigned.)

Need to Know Information

When you are documenting a FTE-Change or a TRANSFER. The dates should be the same for both going off and returning to payroll.

Examples as follows:

| Type of Leave (Use Drop Down List) | Date of Transaction: | HR: | MIN | Type of Return (Use Drop Down List) | Return Date: | HR: | MIN | FTE Upon Return | To County Health |
|--|-------------------------|-----|-----|---|--------------|-----|-----|-----------------------|------------------------|
| FTE-CHANGE | 5/1/2015 | | | FTE-CHANGE | 5/1/2015 | | | 0.50 | |
| TRANSFER-OUT | 7/7/2015 | | | TRANSFER-IN | 7/7/2015 | | | 1.00 | |
| | | | | | | | | | |

These transactions are status change transactions and there should be no gaps between the leave date (date of transaction) and the return date.

For the FTE Change, both dates are the same and the FTE Upon Return is representing the employee changed to 50% FTE on 5/1/2015.

For the Transfer-Out and Transfer-In, both dates are the same showing the employee changed from working at one state agency to work at another with no gaps in service (Note: Weekends or regular days off are not considered breaks in service). In this case the employee started at a new state agency at 100% FTE.



Lets try an example

You are going to use the following information to determine the correct progression dates for John Smith.

John Smith was hired as a temporary employee on 6/4/2008 and terminated on 8/25/2008. He then was hired at a County Health Department on 12/3/2012 but only working 4 days a week (ie. 0.80). In the Summer of 2014, John had some medical issues that caused him to take FMLA on 7/24/2014 after 3 hours and 24 minutes and he returned on 9/1/2014 at 0.80 FTE at the County Health Department. John Smith then transferred to a covered State Agency on 1/1/2015 at full time FTE where he has remained on the payroll until today (4/1/2016).

Enter the above information into the Progression Date Calculator. The correct results will be on the following slide. Compare and see if you were correct.

Manual Entry Version of the Progression Date Calculator

| Based on 8 Hour Shift (adjust accordingly) | | | | Days Off Payroll: | | 5 | | | Return | Manual Entry | | |
|--|----------------------|-----|-----|--|--------------|-----|-----|-----------------|------------------|--------------------|--------------------|----------------------|
| Type of Leave (Use Drop Down List) | Date of Transaction: | HR: | MIN | Type of Return (Use Drop Down List) | Return Date: | HR: | MIN | FTE Upon Return | To County Health | RDO's Off Pay-Roll | Hours Off Pay-Roll | Minutes Off Pay-Roll |
| LOA-UNA | 5/4/2015 | | | LVRTN-LRS | 5/10/2015 | | | | | 2 | 24 | |
| | | | | | | | | | | | | |

The Manual Entry version of the Progression Date Calculator will make the entering leaves easier for agencies whose employee's do not fall into the 8 hour schedule. This would include Correctional Officers, Nurses, and many other positions. This version of the calculator has a separate download which is available on the Division of Personnel website.

Instead of converting a 12 hour employee to match an 8 hour system it allows the agency to simply list the number of RDOs (regular days off) that occurred while the employee was off payroll, the hours off payroll and the minutes off payroll. Type of leaves, return type, and dates are still required to be filled in to show the time frame the leave event occurred.

| Manual Entry | | |
|---------------------------|---------------------------|-----------------------------|
| RDO's Off Pay- Roll | Hours Off Pay- Roll | Minutes Off Pay- Roll |
| 2 | 24 | |
| | | |
| | | |
| | | |

RDO's Off Pay-Roll- If the employee was off payroll at the end of their scheduled shift the day prior to the RDO. The employee does not get tenure credit for that RDO and it must be counted in this field. Enter number of days, not hours in this Field.

Hours Off Pay-Roll – This is the number of hours an employee is off payroll. If we had an employee who works 12 hour shifts, the employee had 3 hours of paid leave and 9 hours off payroll, we would enter a 9 in this section. The schedule of the employee is irrelevant to this calculation, only the number of hours the employee was off payroll.

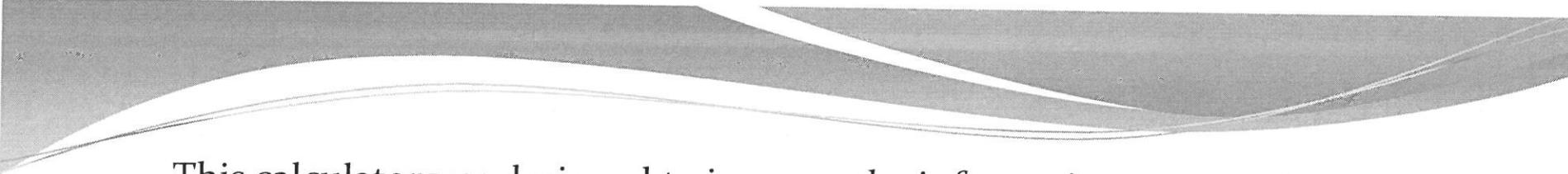
Minutes Off Pay-Roll – This section is the same as the Hours Off Pay-Roll, instead of hours, you enter the minutes off payroll. So to use the above 12 hour employee, lets say the employee had 2 hours and 16 minutes of paid leave, that would make them off payroll for 9 hours and 44 minutes. That 44 minutes is what we would list in this section. (Do not exceed 59 minutes, anything over 59 should be an additional hour not minutes.)



When you have completed your calculation, you will need to provide this as documentation (only page one, unless FTE calculations on page two are used) as well as any source of information you used.

This information should be attached to the wvOASIS document you are submitting.

If you do not provide proof of your calculations, your transaction will not be approved.



This calculator was designed to improve the information you are placing into wvOASIS and to reduce the amount of time it takes to perform tenure and increment calculations.

When used properly, this calculator is accurate to the minute, but like anything is only as good as the information being entered. Take your time and get familiar with the new program.

If you have an employee that is frequently on and off payroll, you may want to select Save As and create a copy of this calculator for that employee to your computer so that you will not need to constantly re-enter their information.

Anytime you want to correct increment, an employee returns from a leave of absence, or you hire a new employee, a new calculation must be submitted.

If you have any questions or discover an issue, please e-mail

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Thank you for your time and have a great day.