

Date Definitions for Human Resources

Last Updated: August 21,
2024

The following is a listing of the Human Resources dates and definitions found in Position, Personal and Job Data. The fields are listed in order by the modules and the tabs they appear on.

Date Description	Definitions	Navigation Path	Entered By
Position Data			
Position Data – Effective Date	Effective date of Position Data row.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Position Management > Manage Position > View Position	Required – User Input
Action Date	Date transaction row was created/entered by the user into the system.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Position Management > Manage Position > View Position > Position Information	System Generated
Position End Date	Date position is to end.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Position Management > Manage Position > View Position > Position Information	User Input
Funding End Date	Date combination code funding is to end.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Position Management > Manage Position > View Position > Position Funding Details	User Input
Personal Data			
Date of Birth	Employee’s date of birth.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Modify Person > Person Details > Personal Information	Required – User Input
Date of Death	Employee’s date of	Using the Fluid Dashboard,	Optional – User

Date Definitions for Human Resources

Last Updated: August 21,
2024

Date Description	Definitions	Navigation Path	Entered By
	death.	navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Modify Person > Person Details> Personal Information	Input
History – Effective Date	Effective date of Medicare History row.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Modify Person > Regional> Work Status	User Input
History – Date Entitled to Medicare	Date employee became entitled to Medicare. See Comptrollers Memorandum 2006-36.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Modify Person > Regional> Work Status	User Input
Smoker History – Smoker Status Date	Not used by Core-CT.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Modify Person > Regional> Smoker History	Blank
Military Service – Effective Date	Effective date of row to capture military service.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Modify Person > War Service	Optional – User Input
Military Service – Service Begin Date	Date when an employee’s military service period began.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Modify Person > War Service	Optional – User Input
Military Service – Service End Date	Date when an employee’s military service period ended.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Modify Person > War Service	Optional – User Input
Job Data			
Job Data -	Effective date of Job	Using the Fluid Dashboard,	Required –

Date Definitions for Human Resources

Last Updated: August 21,
2024

Date Description	Definitions	Navigation Path	Entered By
Effective Date	Data row.	navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Work Location	User Input
Last Start Date	The last date the employee was hired into this employment record number.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Work Location	System Generated
Termination Date	One day prior to termination date for this employment record number.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Employment Data	System Generated
Expected Job End Date	Not used by Core-CT. (Field is not accessible.)	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Work Location	Blank
Last Date Worked	<u>Field appears when employee is placed on a leave of absence.</u> Indicates one day prior to leave of absence date for this employment record number.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Work Location	System Generated and can be updated by user
Expected Return Date	<u>Field appears when employee is placed on a leave of absence.</u> Date employee is expected to return to work. (User can extend date by adding in a Data Change row.)	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Work Location	User Input
Position Entry Date	The last date the employee entered into	Using the Fluid Dashboard, navigate to: Core-CT HRMS >	System Generated and

Date Definitions for Human Resources

Last Updated: August 21,
2024

Date Description	Definitions	Navigation Path	Entered By
	this position number.	Workforce Administration > Manage Human Resources > Manage Job> Work Location	can be updated by user
Department Entry Date	The last date the employee entered into this department number.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Work Location	System Generated and can be updated by user
Date Created	Date transaction row was created/entered by the user into the system.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Work Location	System Generated
Entry Date	The last date the employee entered into this job code.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Job Information	System Generated and can be updated by user
Labor Agreement Entry Date	Not used by Core-CT.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Labor Information	System Generated
Union Seniority Date	Date applicable to an employee's bargaining unit seniority. Note: No rules have been developed in the system. See Layoff Seniority Date Calculation and Reports job aid.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Labor Information	Optional - User Input
Labor Facility Entry Date	Not used by Core-CT.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Labor Information	Blank
Grade Entry Date	The last date the employee entered this	Using the Fluid Dashboard, navigate to: Core-CT HRMS >	System Generated and

Date Definitions for Human Resources

Last Updated: August 21,
2024

Date Description	Definitions	Navigation Path	Entered By
	salary grade.	Workforce Administration > Manage Human Resources > Manage Job> Salary and Compensation	can be updated by user
Step Entry Date	The last date the employee entered this salary step. If employee is in a variable range salary plan, date will be blank.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Salary and Compensation	System Generated and can be updated by user
Original Start Date	The date employee originally started with the state. System defaults in date of hire into employment record and agency must adjust date if employee has previous state employment.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Employment Data	System Generated and can be updated by user
Last Start Date	Same as description found on Work Location tab.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Employment Data	System Generated
First Start Date	Date employee was first hired into this employment record number.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Employment Data	System Generated
Org Instance Service Date	Not used by Core-CT.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Employment Data	System Generated
Last Assignment	Not used by Core-CT.	Using the Fluid Dashboard, navigate to: Core-CT HRMS >	System Generated

Date Definitions for Human Resources

Last Updated: August 21,
2024

Date Description	Definitions	Navigation Path	Entered By
Start Date		Workforce Administration > Manage Human Resources > Manage Job> Employment Data	
First Assignment Start Date	Not used by Core-CT.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Employment Data	System Generated
Assignment End Date	Not used by Core-CT.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Employment Data	System Generated
Layoff Seniority Date	Date applicable to employee’s layoff seniority. (Except for NP-2 employees. This is their bargaining unit seniority.) See Layoff Seniority Date Calculation and Reports job aid.	Using the Fluid Dashboard, navigate to : Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Employment Data	System Generated and can be updated by user
Benefit Service Date	Date applicable to the increase in employee’s vacation accrual (example up to 5 years = one day per month; 5 years up to 20 = one and one quarter days per month) and date used for Leave Plan setup. See Benefit Service Date Calculation and Reports job aid.	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Employment Data	System Generated and can be updated by user
Probation Date	Reflects when an employee’s working test period will be	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration >	User Input

Date Definitions for Human Resources

Last Updated: August 21,
2024

Date Description	Definitions	Navigation Path	Entered By
	completed. (This date represents the last day an employee is on probation.) Note: Must be in a Probationary Employee Class.	Manage Human Resources > Manage Job> Employment Data	
Longevity Date	Date applicable to an employee's longevity service. See Longevity Date Calculation and reports job aid.	Using the Fluid Dashboard, navigate to : Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Employment Data	System Generated and can be updated by user
Next Annual Increment Date	Date reflects when an employee's Next Annual Increment is due.	Using the Fluid Dashboard, navigate to : Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Employment Data	User Input
Last Verification Date	Not used by Core-CT.	Using the Fluid Dashboard, navigate to : Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Employment Data	Blank
Appointment End Date	Date when an employee's appointment is ending (Example: Durational, Temporary, TSHC) Must be in an appropriate Employee Class.	Using the Fluid Dashboard, navigate to : Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Employment Data > Open USA Flag	User Input
Time Reporter Data			
Payable Time Start Date	First day of pay period in which employee begins to receive payment. (Field only appears on a Hire transaction.)	Using the Fluid Dashboard, navigate to: Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Time Reporter Data under Actions dropdown.	User Input

Date Definitions for Human Resources

Last Updated: August 21,
2024

Date Description	Definitions	Navigation Path	Entered By
Time Reporter Data – Effective Date	Effective date of time reporter data row.	Using the Fluid Dashboard, navigate to : Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job> Time Reporter Data under Actions dropdown.	User Input