EXPERIENCE YRS – This is <mark>computed from the base date to the termination date, or TODAY</mark>, if there is no termination date entered.
The software calculates experience using a hierarchy to determine the "base" date. It is calculated in one of two ways, as **defined in the Organization record**.

Current SCOE Org record Setup: <mark>Base Date, Seniority Date or Hire Date</mark>, in that order

Current Setup Example:
EmpId#2618, Thompson Nicole
Experience – Section 4 on the Employment Tab

4 – Experience	
Experience Yrs	8.129 {8 Years, 1 Month}
Experience Yrs Adj	0.000
Experience Yrs in State	0.000
Experience Yrs Out of State	0.000
Experience Yrs Prior	16.000 {16 Years}
Experience Yrs Total	24.129 {24 Years, 1 Month}

Experience Yrs Adj – Enter the number of years (negative or positive) to adjust the total number of years of experience.

Experience Yrs in State – Enter the years of other experience for the employee in the state. You can edit this field with a positive or negative number, allowing you to adjust the experience total.

Experience Yrs Out of State – Enter the years of other experience for the employee out of the state. You can edit this field with a positive or negative number, allowing you to adjust the experience total.

Experience Years Prior – Enter the number of years of prior experience for the employee. You can edit this field with a positive or negative number, allowing you to adjust the experience total.

Experience Yrs Total – This is a calculated field. It is the total of the five previous fields. If an employee has been terminated, the software will include that in the calculation of time for hire date, base date, permanency date and seniority date.

Example:

5 - Employment			8 - Termination	
Employment Status	RI {RETIRED INACTIVE}		Termination Date	5/1/2017
Person Type	2 {Classified}		Last Date Worked	4/28/2017
Longevity Date			Last Paycheck Date	4/30/2017
Hire Date	10/15/1990 {26 Years, 6 Months *}		Rehire	Yes
Base Date			Termination Code	RET {Retired}
Rehire Date			Previous Termination Date	
Employment Type	R {Regular}			
Anniversary Date				
Permanency Code				
Permanency Date				
Probation End Date				

Termination Date entered: 5/1/17, notice the Hire date indicates a asterisk in the Years and Months. The Termination date of 5/1/17 minus the Hire Date 10/15/1990 equals 26 Years and 6 months, with the asterisk indicating she has a termination date.

LONGEVITY DATE

This date is used in <mark>determining longevity for extra pay for addons and assignments</mark>. Escape uses the following logic to determine longevity:

1. If your salary schedules are setup with the Longevity Addon, then when a employee is placed in an assignment the system can use the Longevity date entered in the Assignment-Section 2, if it is different or blank on the Employment Tab.
2. If you do not enter in the longevity date in the assignment or addon then Escape will look for the longevity date entered in Employee Management- Section 5.
3. If the Longevity Date is blank, Escape will use the Base Date in the employee record.
4. If the Base Date is blank, Escape will use the Hire Date in the employee record.

HIRE DATE

Hire Date – Enter the **<mark>ORIGINAL</mark>** hire date for the employee — often used in leave, seniority and other calculations. *The SCOE current setup is setup to use this in calculating Experience years.*

REHIRE DATE – Enter the date the employee was **<mark>REHIRED</mark>**. This date cannot be earlier than the hire date. This date is **<mark>NOT USED</mark>** in any leave, experience, or seniority calculations. It is for reporting rehired employees to the Employment Development Department.

BASE DATE – Enter a date to **override the hire date for leave, experience and other calculations**. You could use it, for example, to record the date a substitute became an employee.

CALCULATING LEAVES - The software uses the following logic to calculate leaves.

If a leave base date (on the Leaves tab) is present, it is used.
If NO leave base date, then <u>base date (on the Employment tab)</u> is used.
If NO leave base date or base date, <u>then hire date</u> is used.

ANNIVERSARY DATE – Enter the anniversary date for the employee, ==which may be different from the original hire date==.

Notes:
During the roll forward process, the software will use this date for all assignments, <u>unless an assignment has a different anniversary date specified</u>.
You can also set the anniversary date for a future year so that the movement on the step/column is delayed until that time. For example, some districts do not allow movement on the salary schedule for the first fiscal year of employment. The employee has to wait until the following year.

SENIORITY DATE – Enter the date of seniority for ==calculating experience and seniority==. This date (or base or hire date if blank) will be used on the Employee59 report. *Current setup = Blank*

SENIORITY RANK – Enter a rank to be used for the date above.. *Current setup = Blank*
Note: Some districts use this for manually tracking the seniority of employees hired on the same date

This ranking is designed to help you differentiate between employees (regardless of assignment) hired on the same date. If you want to have rankings that are tied job class and/or FTE, you would want to use the Seniority Ranking field on the Seniority tab. The rank entered into this field is displayed on the Employee59 report.

TERMINATION DATE – Enter the date of the termination of the employee.
An employee with a termination date will be affected when the roll forward procedure is run, depending on the fiscal year the termination date occurs.

If the termination date is after the beginning of the next fiscal year, the roll forward procedure will create an assignment record for the employee for the next year that has an end date equal to the termination date.

If you report "No Longer Interested" to the Department of Justice, this field will be included in the file.

PREVIOUS TERMINATION DATE – Enter the date of the previous termination of the employee.

This field can be used in combination with the Termination and Rehire fields for retired and other employees. *Note: This field has does not affect NLI, ACA or roll forward processes.*