

PER-03 Change Date Specifications

Purpose

The purpose of this job aid is to explain how to change a date on an employee's record to accurately reflect their career with the State. The date specification is changed on an employee's record and is processed via transaction code PA30. Always use COPY to keep a record of the historical date specifications.

The Date Specification

- Stores date types that are used by Time Evaluation and date types that are relevant for other HR functions.
- Usually maintained within an Action or via PA30.

Date Specifications

- 01 – Original Hire Date
- 02 – Agency Hire Date
- 03 – Last Day Worked
- 04 – Judicial Anniversary Date (specific Judicial employees)
- 06 – Notification of RIF
- 07 – Lottery Anniversary Date
- NR – 457 Catch-Up Date
- BF – Benefit Elig Date
- 08 – Supplemental Hire Date

01 - Original Hire Date - An employee's Original Hire Date will represent the date the employee was first hired by the State. This date will remain the same throughout the employee's State career and should not be changed.

02 - Agency Hire Date - An employee's Agency Hire Date is initially set to the employee's hire date. This date type is maintained when an employee is reinstated following a leave of absence or transfers from one State agency to another State agency. If an employee is hired at Judicial or North Carolina Education Lottery (NCEL), then the following date types are also maintained to track agency specific service.

03 - Last Day Worked - represents the employee's final day of work prior to a separation from the State.

04 - Judicial Anniversary Date - represents the date an employee is hired into or transfers to Judicial specific jobs. The anniversary date will be used to manage agency-specific service.

06 - Notification of RIF - The date an employee is officially notified that his/her current position will no longer be available. This date also represents the beginning of the 12-month period of RIF eligibility and benefits.

07 - Lottery Anniversary Date - represents the date on which an employee is hired or transfers to NCEL. The anniversary date will be used to accrue an employee's personal leave days each year and to manage agency-specific service.

08 - Supplemental Hire Date - represents the date the Supplemental Staff was hired or reinstated.

NR - 457 Catch-Up Date - An employee's normal retirement date represents the date at which the employee will turn 65 and is thus eligible for additional contributions into his or her 457 Savings Plan. Date type NR will be created only if an employee is eligible and requests to make additional 457 contributions. (Created by BEST Benefits Only)

BF - Benefit Elig Date - The first time the employee is hired as a Perm/Prob/TmLtd (01) or Temp (08) for those groups are truly when an employee potentially becomes eligible for benefits.

Image

Maintain HR Master Data

Menu 

Personnel no. 

Name

EEGroup SPA Employees PersA Environmental Quality

EESubgroup FT N-FLSAOT Perm CostC DENR

◀ Basic Personal Data Payroll Benefits Time **Addtl. Personal Data** Planning Data ▶ 

Infotype Text Statu

Monitoring of Tasks

Travel Privileges

Internal Data

Date Specifications ✓

Objects on Loan ✓

Supplemental Staff Additional Info

Period

☒ Period

From To

☐ Today ☐ Current Week

☐ All ☐ Current Month

☐ From Today ☐ Last Week

☐ Until Today ☐ Last Month

☐ Curr. Period ☐ Current Year

 Choose

Direct selection

Infotype STy

There are 7 steps to complete this process.

Step 1: Highlight **Date Specifications** or Enter **0041** in the Infotype field.

Step 2: Click the **Copy** button.

Image

Copy Date Specifications (0041)

Menu       

Personnel No Name
EEGroup SPA Employees PersA Environmental Quality
EESubgroup FT N-FLSAOT Perm Statu Active
Start to

Date Specifications

Date type	Date
01 Original Hire Date	01/01/2008

Date type (1)

 Restrictions

   

DT	Date type
01	Original Hire Date
02	Agency Hire Date
03	Last Day Worked
04	Judicial Anniv Date
06	Notification of RIF
07	Lottery Anniv Date
08	SupplementalHireDate
BF	Benefit Elig Date
NR	457 Catch-Up Date

9 Entries found

Step 3: Enter the **Start** date.

Step 4: Choose appropriate **Date type**.

Step 5: Click the **Enter** button.

Step 6: Click the **Save (Ctrl+S)** button.

Image

Maintain HR Master Data

Menu

80000030

Personnel no. 80000030

Name Elizabeth Watkins

EEGroup A SPA Employees PersA 1601 Environmental Quality

EESubgroup A1 FT N-FLSAOT Perm CostC 1699999999 DENR

Basic Personal Data
Payroll
Benefits
Time
Addtl. Personal Data
Planning Data

Infotype Text
Monitoring of Tasks
Travel Privileges
Internal Data
Date Specifications
Objects on Loan
Supplemental Staff Additional Info

Statu

Period

☒ Period

From To

☐ Today
☐ Current Week

☐ All
☐ Current Month

☐ From Today
☐ Last Week

☐ Until Today
☐ Last Month

☐ Curr. Period
☐ Current Year

Direct selection

Infotype Date Specifications STy

Step 7: Click the **Back (F3)** button.

Dynamic

Action	Defaulted Dates Types (Agency may change date based on OSHR/Agency Policy/Guidelines)
Z0 - New Hire	01 - Original Hire Date
Z7 - Non-Beacon to Beacon	02 - Agency Hire Date
	04 - Judicial Anniv Date (for specific Judicial Jobs)
ZS - Adjusted Hire Date	BF - Benefit Eligible Date
	03 - Last Day Worked (defaults date from PCR)
ZG - Separation	BF - Benefit Eligible Date
Z2 - Reinstatement/Reemployment (from LOA)	Copies existing date types with effective date of action. Agency can change date types if required.
	01 - Original Hire Date (does not change)
	02 - Agency Hire Date
Z2 - Reinstatement/Reemployment (from Separation)	04 - Judicial Anniv Date (for specific Judicial Jobs)
	07 - Lottery Anniv Date (All of Lottery except Temps) - Remove
	BF - Benefit Eligible Date (does not change)

Action	Defaulted Dates Types (Agency may change date based on OSHR/Agency Policy/Guidelines)
Z8 - Transfer (within Agency)	Copies existing date types with effective date of action. Agency can change date types if required.
Z8 - Transfer (Agency to Agency)	01 - Original Hire Date (does not change)
	02 - Agency Hire Date
	04 - Judicial Anniv Date (for specific Judicial Jobs)
Z8 - Transfer (Temp to Perm)	BF - Benefit Eligible Date (does not change)
	01 - Original Hire Date (does not change)
	02 - Agency Hire Date
	04 - Judicial Anniv Date (for specific Judicial Jobs)
	BF - Benefit Eligible Date

Action Change on Date Specifications

Supplemental Staff

Z0 – New Hire	08 – Supplemental Hire Date BF – Benefit Elig Date
Z2 – Reinstatement – Return to Supplemental	08 – Supplemental Hire Date BF – Benefit Elig Date
Z8 – Transfer – Perm to Temp	08 – Supplemental Hire Date BF – Benefit Elig Date

Note: IT0041 was created November 1, 2013 for all Supplemental Staff.

Critical! Use caution when adjusting the validity dates of the copied record. If the validity dates are set to dates in the past, then the dates will be used in any retro-calculations triggered by Time Evaluation. If the only change to the record involves adding another date type, then use the current date as the new validity From date and 12/31/9999 as the new validity To date.

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Wed, 10/30/2013

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