

Hot Off The Press

HAZARD DUTY/LONGEVITY CHANGES

Effective with the April 2003 month end, the method for calculating hazard duty and longevity months of service was changed. The months of service credited is incremented by one if the employee was employed on the first *work day* of the month. Previously, credit was only given if the employee was employed on the first *day* of the month.

SCREEN 612 CHANGES

Effective immediately, a new field is being added to screen 612. The field is named Reset. When **Y** is entered in the reset field along with a valid SSN in the SSN field, the I-9 valid flag is reset to **N** and the I-9 processing and expiration dates are set to blank for that SSN. If the Reset field is left blank, the screen will function as in the past.

SCREEN 612 - I-9 UPDATE

This screen is used to update the I-9 Valid Flag in the Personnel Database. This screen will allow changes of up to 15 employees at the same time. After entering the SSNs, press the **ENTER** key, and a message will appear next to the SSN if the update was successful; otherwise, an error message will be shown stating the problem. **If the Reset Flag was blank, the I-9 Valid Flag will be changed from N to Y and the processing date will be recorded. If the reset flag was Y, the I-9 Valid Flag will be reset to N and the processing and expiration dates will be reset to blank. In both cases the processing user ID will be recorded.**



