

# Revised Progression Dates Calculator Guidance

The latest version of the Progression Dates Calculator addresses issues that occur for employees whose most recent permanent appointment was the result of a temporary to original appointment (TMPOR in OASIS system). Recent changes to guidance related to progression dates for these employees created a need to revise the calculator to properly calculate progression dates for these employees.

	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	WV Division of Personnel's Progression Dates Calculator															
2	YEARS		Days	Hours	Minutes	Employee ID Number:										
3	0		0	0	0	Employee Name:										
4	Days Off Payroll: 0.00		Increment calc year	Agency:												
5			days of service	Date: 7/22/2024												
6			years for increment	HR: MIN: Org # FTE: Local Health, 6mo temp, or IA												
7			Increment Amount													
9	Date of first time hired as a permanent Employee															
10	Most Recent Permanent Hire Date (Not Transfers):															
11	TMPOR ESMT DATE:		ESMT Date:													
12	TRSN Date if Processing TRSN or Final ESMT (Or Leave Blank):															Manual Entry Section:



The significant change to the calculator is the addition of the TMPOR ESMT From Date Box (see screenshot above). The only time you will utilize this new box is when the most recent permanent hire was a temporary to original appointment in OASIS. Otherwise the progression dates calculator still functions the same.

## Completing Calculations using the New Calculator

The scenarios below address the two most common occurrences for employees who have a TMPOR in their history. Remember the only time you will need to use the new TMPOR ESMT Date Box is when the most recent permanent hire was a temporary to original appointment in OASIS.

### Scenario #1 - Employee did not Report to Work on the Effective date of TMPOR Transaction.

The employee has a TMPOR effective date of Saturday 8/10/2024 in the WV OASIS system. But the employee did not report to work until Monday 8/12/2024. This is how you will list this on the calculator:

Date of first time hired as a permanent Employee		8/12/2024					
Most Recent Permanent Hire Date (Not Transfers):		8/12/2024					
TMPOR ESMT DATE:	8/10/2024	ESMT Date:					
TRSN Date if Processing TRSN or Final ESMT (Or Leave Blank):							Manual Entry Section:

1. The Most Recent Permanent Hire Date Box on the calculator will be the day the employee physically started in the position.
2. The TMPOR ESMT Date Box will match the effective date of the actual TMPOR ESMT.

This will allow the Pay and Benefit Progression Dates to match the ESMT from Date, but still allow the Leave and Increment Progression Dates to calculate based on the employee's first day of actual work:

22							
37	<b>Pay Progression Start:</b>		<b>8/10/2024</b>				
38	<b>Benefits Progression Start:</b>		<b>8/10/2024</b>				
39	<b>Leave Progression Start:</b>		<b>8/12/2024</b>		In		
40	<b>ACA Non Assessment Period:</b>		<b>10/31/2024</b>				
41	<b>Increment Progression Start:</b>		<b>8/12/2024</b>				
42	Completed By:			Approved by:			

### Scenario #2 - Employee did Report to Work on the Effective Date of TMPOR Transaction.

In this scenario the employee's TMPOR transaction is effective for Saturday 8/10/2024 and they reported to work on Saturday 8/10/2024. Since there is no difference between the start date and the TMPOR date, you will leave the TMPOR ESMT Date Box blank on the calculator, and only complete the First Time Hired Permanent and Most Recent Permanent Hire Boxes:

	Increment Amount						
9	Date of first time hired as a permanent Employee		8/10/2024				
0	Most Recent Permanent Hire Date (Not Transfers):		8/10/2024				
1	TMPOR ESMT DATE:		ESMT Date:				
2	TRSN Date if Processing TRSN or Final ESMT (Or Leave Blank):						

This guidance is only meant to serve as a brief explanation of how to utilize the updated version of the Progression Dates Calculator. If you encounter a scenario not covered here, please contact Staffing & Recruitment at 304-414-1852.