

## Step-by-Step Instructions

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### Zachry Business Use Case

Seniority Dates will be auto calculated by the system.

Zachry uses three (3) Seniority Dates in Oracle:

- **Continuous Seniority (Service) Date:** Attribute to pay attention to is **Seniority Date**, calculated based on number of years worked at Zachry without a break in service greater than 13 weeks. Automatically calculated if person is Terminated or Rehired. However, this date is editable per Business Use Case above.
  - If break in service is less than 13 weeks, the Seniority (Service) Date should be equal to the most recent hire date prior to the break in service.
  - If separated for more than 13 weeks (91 days) and rehired, the Seniority (Service) Date is changed to the rehire date.
  - Leave of Absence (LOA) is an active status and does not change the continuous employment date.

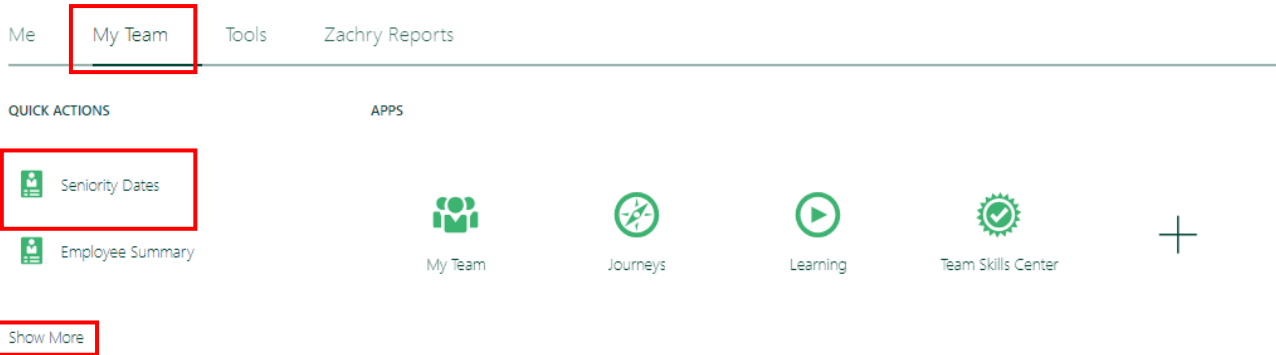
For the purposes of Benefits and 25 Year Club, the source of truth for the Continuous Years of Service is the Seniority Date, not the Length of Service.

- **Cumulative Years of Service:** Attribute to pay attention to is **Length of Service**, calculated based on number of years worked at Zachry, regardless of breaks in service. This time is not necessarily continuous, and it continues to accumulate as the employee is separated and returns to the Company. This is automatically calculated if person is Terminated or Rehired. This date is editable per Business Use Case above.
  - This date is used for Service Awards (OTHER THAN 25-year Club).
- **Original Hire Date:** This should track first date the employee worked at Zachry. Should not ever have to be adjusted. Workers existing only in the Fusion Analytics Warehouse (FAW) will be adjusted via integration.

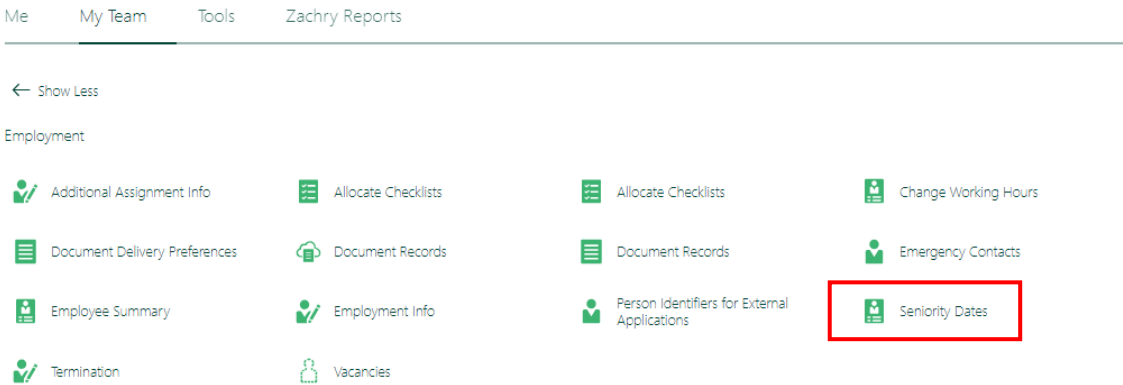
## Viewing Seniority Dates

Performed by: Manager

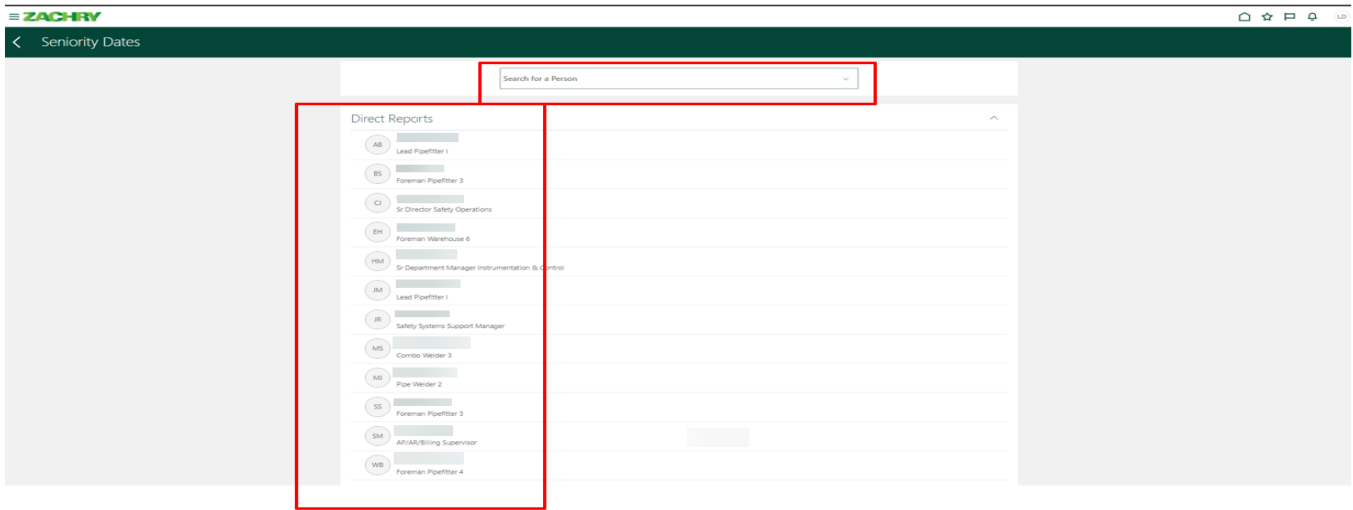
1. Navigate to **My Team** dashboard. Under **Quick Actions** select **Seniority Dates** or **Show More**.



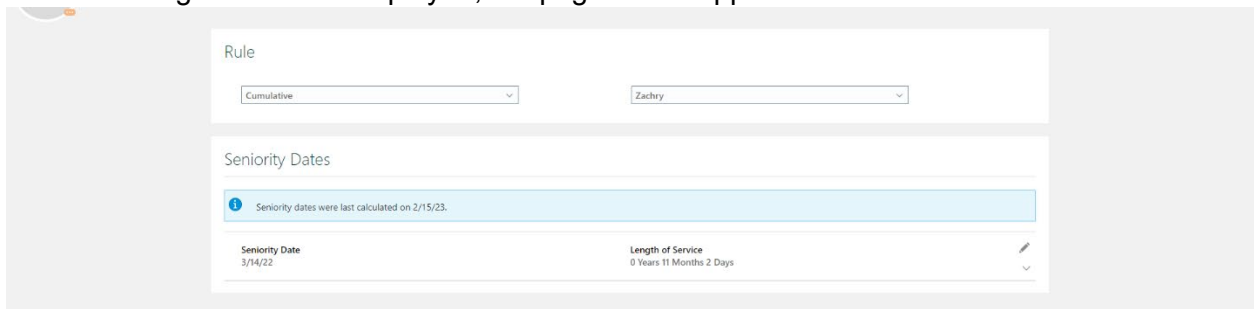
2. Under the **Employment** section, select **Seniority Dates**.



3. The page below appears. Click on the **Direct Report's** name.

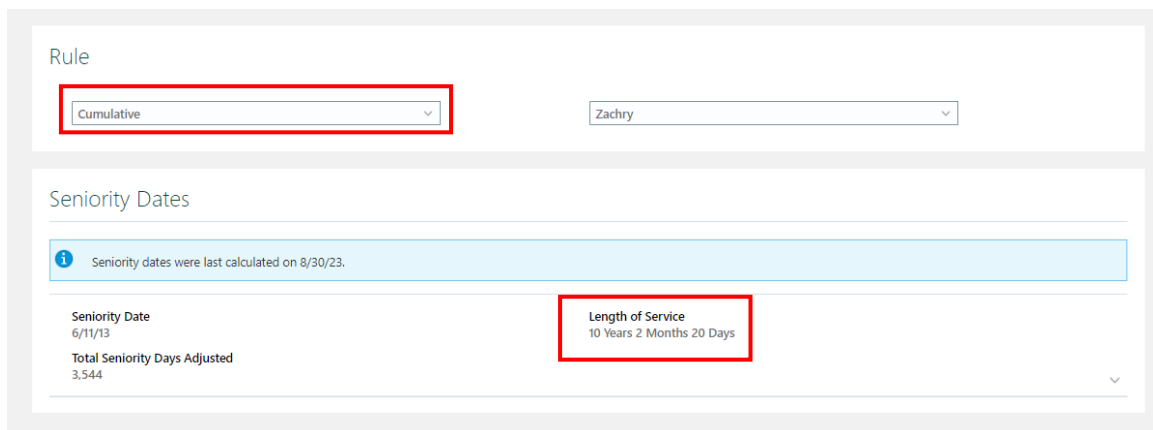


4. After selecting the correct employee, the page below appears.



5. Review the calculated dates and confirm accuracy for the following rules: Click on each date to see Seniority Date history below - *Cumulative, Continuous, and Original Hire Date*. The informational blue banner will show date last calculate based on automatic process run in the background.

**Cumulative** - Attribute to pay attention to is **Length of Service**



6. Click the **drop-down arrow** to view more details about the Cumulative date.

Seniority Dates

*i* Seniority dates were last calculated on 8/30/23.

Seniority Date 6/11/13	Enterprise Start Date 2/23/23
Length of Service 10 Years 2 Months 20 Days	Seniority Days Adjusted Manually 3,544
Total Seniority Days Adjusted 3,544	Comments Cumulative Seniority Adjustment
Seniority-Change Start Date 2/23/23	Total Seniority Days Adjusted Manually 3,544
Seniority-Change End Date Ongoing	Legal Employer Zachry Industrial, Inc.
Business Title	Worker Type Employee
Seniority Basis Days	Assignment Number

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**Continuous** - Attribute to pay attention to is **Seniority Date**

Rule

Continuous      Zachry

Seniority Dates

*i* Seniority dates were last calculated on 8/30/23.

Seniority Date 2/23/23	Length of Service 0 Years 6 Months 8 Days
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**Original Hire Date** – Attribute to pay attention to is **Seniority Date**

Rule

Original Hire Date      Zachry

Seniority Dates

*i* Seniority dates were last calculated on 8/30/23.

Seniority Date 3/7/07	Length of Service 16 Years 5 Months 24 Days
Total Seniority Days Adjusted 5,832	