



Personnel and Labor Relations Classification Services Guidance

May 15, 2017

Home Unit Effective Dates

One of the uses of the Home Unit in IRIS HRM is to determine the workflow of employee timesheets. Timesheet workflow is set based on the Home Unit in effect on the first day of the pay period in which the timesheet is generated. For example, the timesheet covering the May 1st to 15th is generated on May 10th and follows workflow based on the home unit in effect on May 1st.

To minimize special handling of timesheets, please ensure changes are received timely to update inside the online position description (OPD), which is used to update Home Units in IRIS HRM. The effective date should be the first day of the following pay period (1st or 16st). Effective dates for changes may be back dated to the first day of the **current** pay period – **if the request is received at least two-days prior to timesheets being generated.**

Mid-pay period changes (not on the 1st or 16th) will not alter timesheet workflow until the next pay period. When a mid-pay period change is necessary due to unusual circumstances (for example when an employee is transferred from one location and the supervisor to another location) special steps may be required to ensure the timesheet completes workflow.

If you have any questions, please contact DOPLR Classification Services for questions regarding Home Unit effective date. Contact your Division administrative staff for questions regarding mid-pay period changes with unusual circumstances.