



Adjusted Continuous Service Date Job Aid

Employees hired into University Staff positions and University Staff Fixed Term Finite positions require the entry of an Adjusted Continuous Service Date (ACSD). The ACSD should be entered in CHRIS-HR in accordance with the chart below. For additional information, please see the [Continuous Service](#) policy.

Hired Employee Previous Employment Status	Adjusted Continuous Service Date
New to UW-Madison, UW System and no previous State of Wisconsin Service	Date of hire
Current University Staff Fixed-term Finite	Continue current ACSD
Current Academic Staff or Faculty and no continuous service date in HRS	Time in most academic staff and faculty positions counts towards an ACSD. Calculate ACSD in accordance with ER 18.02 and Wisconsin Human Resources Handbook Chapter 732 Utilize the Continuous Service Date Calculator to adjust for breaks in employment and/or time worked in non-sick leave eligible positions.
Current State of Wisconsin classified permanent employee	Time worked in a sick leave-eligible position at a State of Wisconsin agency counts towards an employee's continuous service date if the employee moves to a sick leave-eligible position at UW-Madison. Enter the ACSD as provided by the State of Wisconsin employer.
Current State of Wisconsin classified project employee with no previous classified permanent employment	Date of hire
Current State of Wisconsin classified project employee with previous classified permanent employment	Enter the ACSD as provided by the State of Wisconsin employer.
Previously held a Faculty, Academic Staff or Limited position at UW-Madison or UW System within the past 3 years and was not terminated for misconduct or delinquency	Time in sick-leave eligible academic staff and faculty positions counts towards an ACSD. The time must be adjusted to reflect the total duration of service and adjusted for the break in employment. Calculate ACSD in accordance with ER 18.02 and Wisconsin Human Resources Handbook Chapter 732 Utilize the Continuous Service Date Calculator to adjust for breaks in employment.
Previously held a Faculty, Academic Staff or Limited position at UW-Madison or UW System within the past 3 years and was terminated for misconduct or delinquency	Employees terminated for misconduct or delinquency need to be reviewed as they may have lost their right to keep their continuous service. Consult with the Workforce Relations Office for these employees.



Hired Employee Previous Employment Status	Adjusted Continuous Service Date
Previously held a University Staff, University Staff Fixed-Term Finite or Classified Permanent position at UW-Madison, UW System or a State of Wisconsin Agency within the past 5 years and was not terminated for misconduct or delinquency	Calculate ACSD in accordance with ER 18.02 and Wisconsin Human Resources Handbook Chapter 732 Utilize the Continuous Service Date Calculator to adjust for breaks in employment.
Previously held a University Staff, University Staff Fixed-Term Finite or Classified Permanent position at UW-Madison, UW System or a State of Wisconsin Agency within the past 5 years and was terminated for misconduct or delinquency	Employees terminated for misconduct or delinquency need to be reviewed as they may have lost their right to keep their continuous service. Consult with the Workforce Relations Office for these employees.
Previously held a Faculty, Academic Staff or Limited position at UW-Madison or UW System but employment has been over 3 years from the date of rehire	Date of rehire
Previously held a University Staff, University Staff Fixed-Term Finite or Classified Permanent position at UW-Madison, UW System or a State of Wisconsin Agency but employment has been over 5 years from the date of rehire	Date of rehire
Coming from a State of Wisconsin Authority (Ex. UW Hospital and Clinics, Wisconsin Economic Development Corporation (WEDC), Wisconsin Health and Educational Facilities Authority (WHEDA)).	Refer to Section VII of the Continuous Service policy for information on specific authority employers.

