



**Office of
General Services**

Traineeship and HCM Process:

Traineeship Templates

September 18, 2019

Agenda

- Overview of a traineeship
- Entering a traineeship into the Human Capital Management System (HCM)
- Wrap-up

Overview of a Traineeship

What are traineeships?

“Traineeships are established when it is found that the job market cannot provide candidates with the skills and abilities necessary for certain positions in State service, and to provide employee advancement opportunities.”*

*Civil Service State Personnel Management Manual 0890 Traineeships

- A traineeship is a way for an employee to advance to a higher title/grade outside the normal path.
- Employees may take Civil Service tests based on eligibility for the full title, or they may take a lateral transfer, or 70.1 (“2-grade jump”) into the entry level of the traineeship if they are not qualified to serve in the target title.

Examples of appointment mechanisms

- 52.6 is used to transfer between administrative titles at the same or similar salary grade.
 - Example – A grade 6 employee transfers into a grade 6 to 9 traineeship using a 52.6 transfer.
- 70.1 is used for a two-grade jump.
 - Example – A grade 11 employee transfers into a grade 13 for a grade 13 to 18 traineeship using a 70.1 two-grade jump.
- PATT (Public Administration Traineeship Transition Program) is a list appointment.
 - Example – A grade 6 employee accepts a list appointment to a grade 18 traineeship directly from a PATT or Professional Career Opportunities (PCO) test list. Employee starts at trainee level 1 (typically a grade 13).

Negotiating units

All negotiating units have traineeships.

For example:

- **CSEA** – Grade 6 to grade 9, one-year traineeship.
- **PEF, M/C** – Grade 13, grade 14, grade 18 two-year traineeship.
- **Security** – Security traineeships (including traineeships for titles such as Park Patrol, Security Officer, Encon Officer, and Corrections Officer) depend on bargaining unit.

Which HR systems track traineeships?

HCM, NYSTEP, and PayServ track traineeships.

- **HCM** tracks all information from the template and transmits the information to NYSTEP and PayServ as required.
- **NYSTEP** tracks the initial entry, 12-month advance, and 24-month advance – but not 6-month and 18-month advances.
 - Early advancements to full titles will appear in NYSTEP at time of advancement.
- **PayServ** tracks the initial entry, 6-month and 18-month if pay changes, and 12-month and 24-month position advances.
 - If pay doesn't change for the 6-month and 18-month advance, then there will be no viewable entries in PayServ history.

Entering a Traineeship into HCM

Obtain necessary information

- **Who** – Employee's name and biographical information.
- **What** – Position information, list information, source title codes, clearance codes, appoint level title code.
- **Where** – Agency, location, DBS (Division/Bureau/Section), MID (Mail drop ID).
- **When** – Effective date traineeship begins and ends.
- **How** – Appointment mechanism (APT, DPT, 70.1, etc.), appointment status.
- **Why** – Rating (on performance evaluation), comments.

Choosing a smart HR template

- **Hire, rehire or concurrent hire** – Employee is new to HCM, returning to an HCM agency, or another agency is hiring the employee at the same time.
- **Encumbent hire** – Employee hired into HCM before their actual start date (appoint/leave).
- **Inter-agency** – Employee exists in HCM at your agency and has a position change.
- **Cross-agency** – Employee is transferring from one HCM agency to another HCM agency.
- **Encumbent hold** – Employee exists in HCM and is being appointed and starting at a later date.
- **Job data** – Employee is advancing through all levels of the traineeship including advancement to full title.

Enter transaction details


- Enter “Employee ID” when creating transactions for an already existing HCM employee
- Employee ID is not necessary for a new hire or e-hire template
- Enter the effective date in “Effective Date (bob)” or it will default to the current date


Smart HR Transactions


Enter Transaction Details

The following transaction details are required.

Template Hire Rehire Concurrent Hire

*Employee ID 

*Effective Date (bob) 

*Action 

Org struc/general tab

- Enter all information except for “Ethics Filer” and “Approval End Date”
- Enter “Leave End Date” only for appoint leaves (E-Hire & E-Hold templates)
- Enter the mandatory advance position number and “Activity Code” of “TRNEE ADV”
- “Comments” field must include: rating, rating period, and any other pertinent information

Smart HR Transactions
Enter Transaction Information

Enter the following Employee or Contingent Worker information.

Org Struc / General | Civil Service Info | VRWS / Work Schedule | Pay Related | Trainee / Probation | BSC

Employee Information

Verification Information

Social Security Number Name Position/Job Information
Empl ID

Cycle, Fiscal Year, Pay Period Information

*Cycle *Fiscal Year Position/Job Information
*Pay Period

Incumbent Employee Rcd Number and Position Number

*Empl Record Position Number Position/Job Information

Org Structure/ Enter if differs from Budgeted

Division Bureau Position/Job Information
Section Assignment Location
State Service Info Former Agency Code

General Information

Activity Code Ethics Filer Position/Job Information
Approval End Date Leave End Date

Comments

Comments

Civil Service info tab

- Enter all applicable information.
- Not all transactions require “55 b/c,” “Specialty Code,” or “Appt Lvl Clear Cd”
- Check “Encumber Former Item” to give the employee a hold on their current position

No information is needed if this is a mandatory advance

BSC guidelines in development

Smart HR Transactions

Enter Transaction Information

Enter the following Employee or Contingent Worker information.

Org Struc / General	Civil Service Info	← S / Work Schedule	Pay Related	Trainee / Probation	BSC
Employee Information					
Verification Information					
Social Security Number <input type="text"/>			Name <input type="text"/> <small>Position/Job Information</small>		
Empl ID <input type="text"/>					
Civil Service Information					
List Centralization <input type="text"/>			List Type <input type="text"/> <small>Position/Job Information</small>		
List Number <input type="text"/>			Appointment Status <input type="text"/>		
Score Rating <input type="text"/>			Clearance Code <input type="text"/>		
Cert Number <input type="text"/>			Appt Lvl Clear Cd <input type="text"/>		
Source Title Code <input type="text"/>			NYSTEP Shift <input type="text"/>		
55 b/c <input type="text"/>			Specialty Code <input type="text"/> <input type="text"/>		
Jurisdictional Class <input type="text"/>			<input type="checkbox"/> Encumber Former Item		
Comments					
Comments <input type="text"/> - Mandatory Trainee Advance / 18 Month performance eval effective 04/18/2019. Rating: substantially exceeds performance standards.					

VRWS/work schedule tab

- Enter all information except for “Work Schedule End Date”

No information is needed if this is a mandatory advance

Smart HR Transactions

Enter Transaction Information

Enter the following Employee or Contingent Worker information.

Org Struc / General	Civil Service Info	VRWS / Work Schedule	← Related	Trainee / Probation	BSC
---------------------	--------------------	-----------------------------	-----------	---------------------	-----

Employee Information

Verification Information

Social Security Number <input type="text"/>	Name <input type="text"/>	Position/Job Information <input type="text"/>
Empl ID <input type="text"/>		

Work Percent / Work Schedule

VRWS Full Part Time <input type="text"/>	Work Percent <input type="text"/>	Position/Job Information <input type="text"/>
Work Schedule End Date <input type="text"/>	Sunday <input type="text"/>	
Monday <input type="text"/>	Tuesday <input type="text"/>	
Wednesday <input type="text"/>	Thursday <input type="text"/>	
Friday <input type="text"/>	Saturday <input type="text"/>	

Comments

Comments

Pay related tab

- If the employee is a new hire, fill out all fields
- If the employee is a current employee, enter information into the “Pay Related” and “Time and Attendance Information” sections

No information is needed if this is a mandatory advance

Smart HR Transactions

Enter Transaction Information

Enter the following Employee or Contingent Worker information.

Org Struc / General	Civil Service Info	VRWS / Work Schedule	Pay Related	← Fee / Probation	BSC
Employee Information					
Verification Information					
Social Security Number <input type="text"/>		Name <input type="text"/> <small>Position/Job Information</small>			
Empl ID <input type="text"/>					
Pay Related					
Equated SG <input type="text"/>		Benefit Flag <input type="text"/> <small>Position/Job Information</small>			
Inconvenience Pay <input type="text"/>		Location Pay <input type="text"/>			
OT Indicator <input type="text"/>					
Mail Drop ID <input type="text"/>					
Pay Group <input type="text"/>		Employee Type <input type="text"/>			
Affordable Care Act					
Eligible for Health Insurance <input type="text"/>		Eligibility Date Value <input type="text"/> <small>Position/Job Information</small>			
Compensation					
Comp Rate Code <input type="text"/>		Compensation Rate <input type="text"/> <small>Position/Job Information</small>			
Time and Attendance Information					
Supervisor ID <input type="text"/>		Hours Per Day <input type="text"/> <small>Position/Job Information</small>			
LATS Clock User <input type="text"/>		Timesheet Cycle <input type="text"/>			
Timekeeper <input type="text"/>					
Comments					
Comments		<input type="text" value="Mandatory Trainee Advance / 18 Month performance eval effective 04/18/2019. Rating: substantially exceeds performance standards."/>			

Trainee/probation tab

- Complete the “Traineeship / Appoint Level Title Change Info” section
- Probation dates usually run concurrent with the traineeship dates
 - If the dates are concurrent, then you do not need to enter the probation dates
 - If the dates are not concurrent, then you need to enter probation dates

Smart HR Transactions

Enter Transaction Information

Enter the following Employee or Contingent Worker information.

Org Struc / General	Civil Service Info	VRWS / Work Schedule	Pay Related	Trainee / Probation	← C
Employee Information					
Verification Information					
Social Security Number <input type="text"/>		Name <input type="text"/> <small>Position/Job Information</small>			
Empl ID <input type="text"/>					
Traineeship / Appoint Level Title Change Info					
Appt Level Title Code <input type="text"/> <small>Desc</small> <input type="button" value="Q"/>		Appt Level Title Change <input type="text" value="Yes"/> <small>Position/Job Information</small>			
Traineeship Begin Date <input type="text"/> <small>dt</small>		Traineeship End Date <input type="text"/> <small>dt</small>			
Probation Information					
Probation Minimum Date <input type="text"/> <small>dt</small>		Probation Maximum Date <input type="text"/> <small>dt</small> <small>Position/Job Information</small>			
Probation Waive <input type="text"/>					
Comments					
Comments		- Mandatory Trainee Advance / 18 Month performance eval effective 04/18/2019. Rating: substantially exceeds performance standards. <input type="button" value="Q"/>			

Trainee/probation tab – starting a traineeship

- Select the appropriate “Appt Level Title Code” for traineeship title and level in the template (Trainee 1)
- Select “Yes” from the drop-down menu for “Appoint Level Title Change”
- Two-year traineeships - traineeship begin date and traineeship end date reflect full 2 years of traineeship

Traineeship / Appoint Level Title Change Info	
Appt Level Title Code Desc	1436010-Human Re
Appoint Level Title Change	Yes
Traineeship Begin Date	01/01/2019
Traineeship End Date	12/29/2020
Probation Information	
Probation Minimum Date	
Probation Maximum Date	
Probation Waive	

Trainee/probation tab: 6 or 18- month advances

- Select the appropriate “Appt Level Title Code” for traineeship title and level in the template
- Select “Yes” from the drop-down menu for “Appoint Level Title Change”
- Leave traineeship dates blank
- Provide ratings in the comments

Traineeship / Appoint Level Title Change Info	
Appt Level Title Code Desc	1436010-Human Re Q
Traineeship Begin Date	
Traineeship End Date	
Appoint Level Title Change	Yes
Position/Job Information	
Probation Information	
Probation Minimum Date	
Probation Maximum Date	
Probation Waive	
Position/Job Information	
Comments	
Comments	- Mandatory Trainee Advance - 6 month advance. Rating = meets expectations

Trainee/probation tab – 12-month advances

- Select the “Appt Level Title Code” for traineeship title and level in the template (Trainee 2)
- Select “Yes” from the drop-down menu for “Appoint Level Title Change”
- Traineeship dates reflect the last year of the traineeship
- Provide ratings in the comments

Traineeship / Appoint Level Title Change Info	
Appt Level Title Code Desc	1436020-Human Re <input type="text"/>
Traineeship Begin Date	12/30/2019 <input type="text"/>
Traineeship End Date	12/29/2020 <input type="text"/>
Appoint Level Title Change	Yes <input type="text"/>
Probation Information	
Probation Minimum Date	<input type="text"/>
Probation Maximum Date	<input type="text"/>
Probation Waive	<input type="text"/>
Comments	
Comments	+ Mandatory Trainee Advance - 12 month advance. Rating = meets expectations <input type="text"/>

Trainee/probation tab – early advances and completion of traineeship

- Leave “Appt Level Title Code” blank.
- Select “No” from the drop-down menu for “Appoint Level Title Change”
- Leave traineeship dates blank
- Provide ratings comments

Traineeship / Appt Level Title Change Info	
Appt Level Title Code Desc <input type="text"/>	Position/Job Information
Traineeship Begin Date <input type="text"/>	Appoint Level Title Change <input type="text" value="No"/>
Traineeship End Date <input type="text"/>	Traineeship End Date <input type="text"/>
Probation Information	
Probation Minimum Date <input type="text"/>	Position/Job Information
Probation Waive <input type="text"/>	Probation Maximum Date <input type="text"/>
Comments	
Comments	<input type="text" value="- - Mandatory Trainee Advance - Advance to Journey Level (Full title) . Rating = Sub Exceeds"/>

BSC tab

The agency is not required to fill in information

Enter the following Employee or Contingent Worker information.

Org Struc / General	Civil Service Info	VRWS / Work Schedule	Pay Related	Trainee / Probation	BSC
Employee Information					
Verification Information					
Social Security Number <input type="text"/>		Name <input type="text"/> <small>Position/Job Information</small>			
Empl ID <input type="text"/>					
BSC Only					
Incumbent Action Reason Code <input type="text"/> <small>Q</small>		Anniversary in Grade <input type="text"/> <small>31</small> <small>Position/Job Information</small>			
Increment Code <input type="text"/>		FIS Salary <input type="text"/>			
NYS Position Number <input type="text"/>					
Worklist Status Codes					
Status of Worklist Item <input type="text"/>		<small>Position/Job Information</small>			
Comments					
Comments		<input type="text" value="- - Mandatory Trainee Advance. Complete traineeship at 18 months, effective 7/11/19. 12 and 18-month evaluations = Substantially Exceeds Performance Standards."/>			

Button choices

Save and Submit:

- Selecting “Save and Submit” submits the template to the BSC.
 - You can view submitted templates on the smart HR transactions screen.

Save for Later:

- Selecting “Save for Later” saves the template in draft status in HCM-NY.
 - Templates are not submitted to the BSC when you choose this option. You will be asked to confirm that the transaction is incomplete and unsubmitted after selecting “Save for Later.”

Button choices cont'd

- You can access your draft templates on the smart HR transactions screen.
- You can retrieve your templates that were “saved for later,” or returned by the BSC for correction, by clicking on the employee name link.

Cancel:

- Allows you to exit out of the template/transaction and go back to the template selection screen.

*Important – Clicking the cancel button will clear all data without warning.

BSC salary calculation team – workflow

- The BSC receives two different reports, twice a day.
 - First report - contains templates for all new hires, transfers, promotions, and demotions.
 - Second report - contains templates for traineeships and mandatory advances.
- These reports upload into the salary calculation database and BSC reviews.
 - The BSC calculates the employee's salary, determines increment code and anniversary date, and enters comments when needed.
 - A BSC supervisor audits the calculations.
 - The HCM committer adds the information to the template.

Wrap-up

Remember...

- Include employee ID number (N#) and employees first & last name in all emails to the BSC when discussing specific employees.
- Never send social security numbers via email, call instead.

Helpful links:

- https://www.cs.ny.gov/ssd/Manuals/SPMM/0800PositClassComp/0890_traineeships.htm
- <https://www.cs.ny.gov/businesssuite/Appointments/Traineeships/index.cfm>

Questions?

Contact Us

Service Line contact information:

- Email: BSCHR@ogs.ny.gov
- Phone: 518-457-4272
- Fax: (518) 457-1879
- Mailing address:
BSC HCM & Salary Calculations
1220 Washington Ave. Building 5, Floor #6
Albany, NY 12226-1900