

Continuous Service is defined as the period of service as an [employee on a CMS contract of employment](#) with the University of Oxford (with no breaks).

Continuous Service data is not accurate for some historical records that were migrated from the University’s previous HR System, Opendoor. In this instance, the override date function can be used to correct the data. The Continuous Service Override Reason UDF must also be completed, to record the reason for using this function.

Where there is any dispute, decisions on the calculation of continuous employment will be made by the department’s HR Business Partner. For guidance on Continuous Service see the [Policy webpages](#).

This guide covers the following:

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## 1. Adding the Override Date

**Navigate to: Personnel > Maintenance > Personal Profile**

### 1.1 Go to **Select Detail** box > **Continuous Service**,

Post Number	Post Title	Appointment Id	Appointment Status	Start Date	End Date	CS Start Date	CS End Date	Continuous Service
241229	1 ADM ADMINISTRATIVE SUPPORT	241229-1	CO	12-FEB-2016		12-FEB-2016		

This screen shows:

- TUPE Date (central use only)
- Override Start Date (see below)
- Override End Date (not in use)
- Date Started (when the employee originally started)
- Latest Start Date (when the employee last started if they were rehired)
- Continuous Service Duration (total continuous service accumulated in eligible appointments since Latest Start Date).
- Continuous Service Start Date
- Continuous Service End Date
- Appointment Summary – shows continuous service dates for all eligible appointments (non-eligible appointments will not appear in the summary box), including the continuous service duration at the point in time for each ended appointment (see the guidance on the [Policy webpages](#))

1.2 In the **Override Start Date** field **[A]** enter the date that needs to replace the current Continuous Service Start Date.

The screenshot shows the 'Continuous Service' screen with the following details:

- Service Detail:**
  - Person: MICHAELA CLARRENDON
  - Date Started: 01-AUG-2012
  - Latest Start Date: 12-FEB-2016
  - Leave Date: (empty)
- Continuous Service:**
  - TUPE Date: (empty)
  - Continuous Service Duration: 4.58
  - Override Start Date: 01-DEC-2013 (marked with **A**)
  - Continuous Service Start Date: 01-DEC-2013 (marked with **B**)
  - Override End Date: (empty)
  - Continuous Service End Date: (empty)
- Appointment Summary:**

Post Number	Post Title	Appointment Id	Appointment Status	Start Date	End Date	CS Start Date	CS End Date	Continuous Service
241229	1 ADM	ADMINISTRATIVE SUPPORT	241229-1	CO	12-FEB-2016		12-FEB-2016	

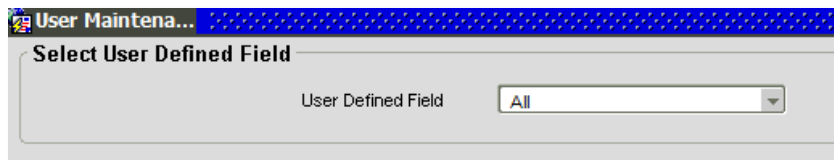
1.3 Click to save, this will overwrite the date in the **Continuous Service start Date** field **[B]**.

## Adding the Override Reason UDF

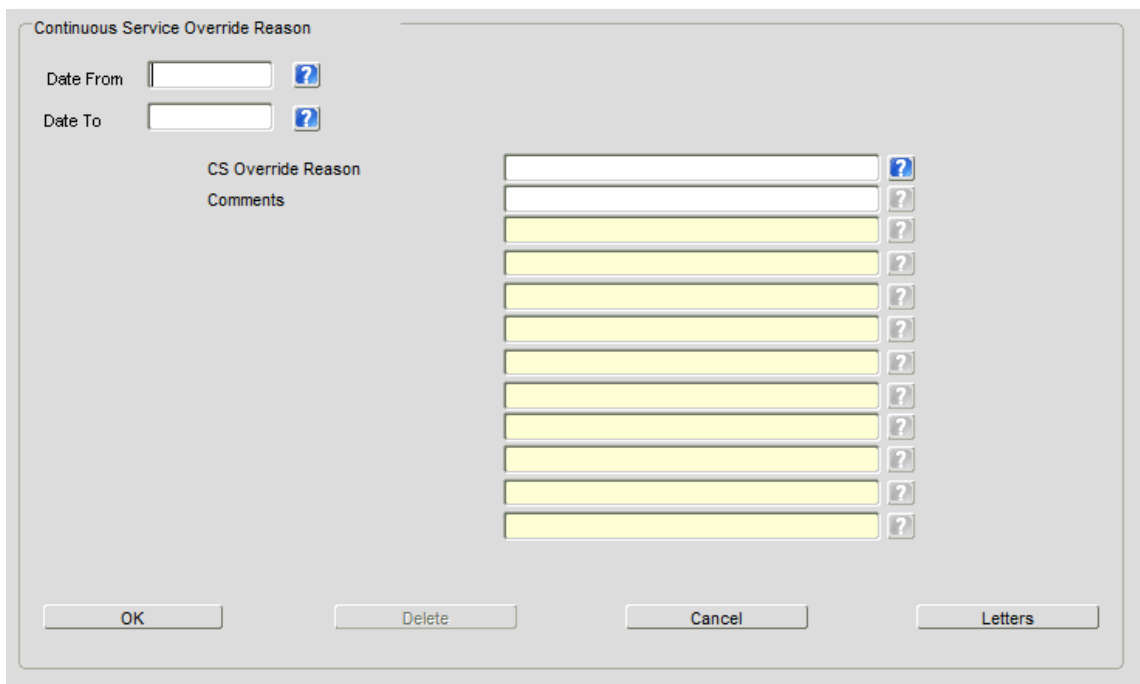
If you have added an override date you must also complete the **Override Reason UDF**.

**Navigate to: Personnel > Maintenance > Personal Profile**

- 1.4 Go to **Select Detail** box > **Other Person Details**. The *User Maintenance* window opens.
- 1.5 Click to display **User Defined Field** List of Values.



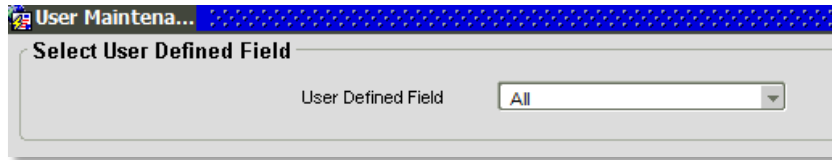
- 1.6 Select **Continuous Service Override Reason**
- 1.7 Click **New**
- 1.8 The *Continuous Service Override Reason* screen will open:



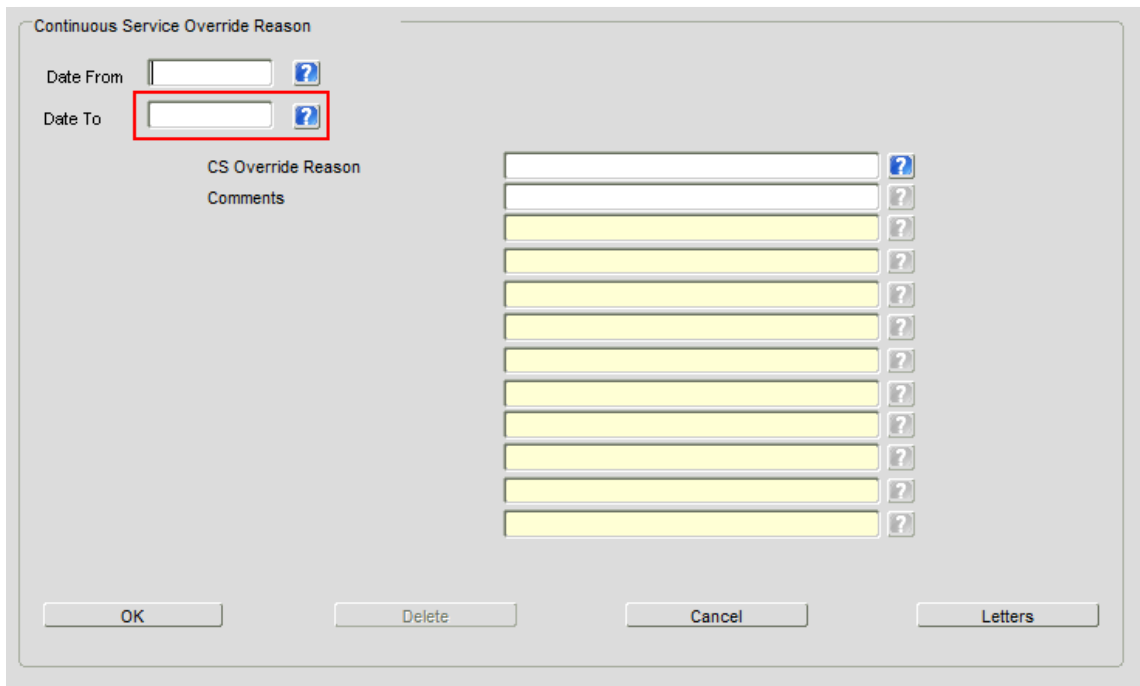


## End date the previous record in the Override Reason UDF

- 2.3 Go to **Select Detail** box > **Other Person Details**. The *User Maintenance* window opens.
- 2.4 Click to display **User Defined Field** List of Values.



- 2.5 Select **Continuous Service Override Reason**.
- 2.6 In the **Date To** field, enter the date that the override date was removed.



- 2.7 Click **OK**.