

PRC - Service History User Manual

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Service History

The Service History sub-option shows every position a person has held within the service. Any change to a person's current service history should be done with a 'Posting Amendment', rather than by amending the last line of Service History. This then keeps a history of any changes e.g. a change to a person's watch.

The only time when it is acceptable to amend a person's Service History is when historical or imported data is incorrect.

The PRC window will appear

• Search for a person

In the Sub- menu option

- Select Service History
- Click onto the Show button

S<u>h</u>ow...

All 'Service History' records will be displayed in the Service History window – as shown -

Service History for D Mcgovern									Re <u>v</u> ise				
Start	Finish	PSN days	SVC days	Days	BIS	Qual	Status	Flex duty	Rank	Rank s	Pay Rat	e Pa	Remove
01 07 2007	30 03 2008	274	274	274	-	· ·	NEW-C	INO	DIRANK	PRM		PR 🔺	
31 03 2008		4	3	3	•	•	ALT	NO	WM	ACT	01	TM	Check
													Attached
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Salary History

Scales of Issue Service History Sickness

Sickness Interviews Sickness Monitoring Skill Profile

Training Records TUI Accounts

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The only time when it is acceptable to amend a person's Service History is when historical or imported data is incorrect.

New lines of Service History should <u>NOT</u> be created via this window <u>MUST</u> be done within Posting Amendments.

Only circumstances you would use the Service History 'Add' button is if historical Posting records have not been entered correctly or been missed out when Postings were entered via the Posting Amendment option.

Add an Historical Service History Record

The **ONLY** time you **Add Postings** via the **Service History** option is for **Historical Record ONLY**.... this could be of a person who has come from another Brigade, Forces: Navy, Army etc or maybe it's to keep track of Pension, what ever the reason you can enter the **Historical** record within **Service History**.

When entering Past Service History it may be a good idea to have a set up in Rank, Post, Watch and Location as Previous Organisation this way it will be easily recognised as a Historical Posting. Some Brigades have set these up as Historical or Archived.

For this example I will set my Rank, Post, Watch and Location up as Previous Organisation / PRVOG

Show...

To do this...

- Click onto Service History
- Click onto the Show button

Role Based Competency	
Salary History	
Scales of Issue	
Service History	
Sickness	
Sickness Interviews	I
Sickness Monitoring	
Skill Profile 📃 💂	1
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The 'Service History' window will proceed to display.

Beb GIS Permanent details Find Next Back Permanent details Find Detet Search Permanent details Find Detet Search FF FF Find Detet Search FILT: Dr Locatin Testing Whole Time Shift Hide Hide Add Zone Z1 Effortive from 01 05 2008 Sickness bontoring Sickness bontoring Add Fig post. Statt Finish SN days SVC days Days BIS Qual Status Fixed Hark for Pay Rat Pin Q1 05 2008 143 142 142 NEWA ND WM PR O1 Pra Period 143 142 142 NEWA ND WM Pra Deck	🚷 Personnel record card for J P Pollard				- 🗆 ×
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As you can see the Active Post the Person is in is showing in the Service History window.

Even if there were many postings within this window the Active Posting is the one without a Finish Date.

If you have not already set up the system to enter a Historical Service History follow the instruction on the next page

Setting up Historical Posting



Entering the Historical Service History

Once they system is set up

• Click onto the 'Add' button.



The Service History ALT window will appear

Service history			
Transaction type	e: NEW - Joined fire service Contract:		Status Cancel OK
Effective from:	01 01 2000 Effective to: 30 11 2007		1
Location:	PEVOG Previous Organisation	?	Permanent 💌
Rank:	PRVOG Previous Organisation	?	Permanent 🔹
Post:	PRVOG Previous Organisation	?	Permanent
Zone:	PRVOG Previous Organisation	?	Permanent
Duty:	Previous Organisation	-	Permanent Pension (manual alteration)
Watch:	PRVOG	•	Permanent 💽 🔽 Zero 'days'
Pay rate:		?	Permanent 🔽 Zero 'SVC davs'
Cost code:		?	Permanent Flexible duty
Pay type:		?	Permanent Break in service
Additional Pay types:			Add Essential Car User
			<u>Remove</u>
Contract Hrs:	0.0000 Working Hrs: 0.0000 % of Working Hrs:	0.00	000 Review Date:
Notes:			×

• Enter a Transition Type

Service history	
Transaction type:	ALT - Alter posting details
Effective from:	ALT - Alter posting details
Enective nom.	NEW - Joined fire service
Location:	NEW - Re-joined fire service
Rank:	NEW - Joined present brigade
Post:	LVR - Leaver

- Enter the Effective From Date
- Enter the Effective To Date
- Enter the details for the Posting

In my example above, I have created an Alter Posting, entered the dates the Historical Service History Posting took place and entered the Pervious Organisation through out the Posting.

On the left hand side of the Service History window is 'Alterations'

For Pension Reasons and so this Posting does not show up in any Availability Report / window.

- Tick into Zero 'Days' and Zero 'SVC Days'
- Click onto the OK button





As you can see the Historical Service History Record has now been entered into the Service History Window You may get a dialogue box pop up saying the finish date is not concurrent with the subsequent posting

This is because you are entering a Historical Posting Record and the dates are not following the last record entered.

The finish date is not concurrent with subsequent postings. Do you wish to proceed?		
	No	Yes

• Click onto the Yes button

How to Revise a Service History Record

If a Service History record requires modification, it is possible to amend the Effective To date or any information within the Service History.

- Select and highlight 'Service History' from the sub menu options
- Click the 'Show' button.
 Show...
- Select and highlight the 'Service History' record requiring modification.
- Click the 'Revise' button.
 Revise