

FREQUENTLY ASKED QUESTIONS

Questions regarding State Service:

1) How do I set State Service back in service?

If a Begin Balance transaction was voided, key a new begin balance – transaction code BB.

If State Service was out of service due to a period of ineligibility (separation, transfer to non-participating dept/campus), post a begin balance – transaction code BB.

2) What establishment date do I use when the month of appointment is non-qualifying?

Always use the leave period in which the employee was appointed.