

Training Record Hire Date

First Year Start Date or Self-Report Start Date

Overview

In response to a licensing request, hire date for the individual was added to the Training Record header. This will allow them to quickly view staff completions dates within requirement timelines. Example: completion of Orientation within first 90 days of employment.

Staff Dates in TRIS

Determination Date comes from the KARES Background date data. This date is now displayed in TRIS replacing the Fingerprint date.

Official hire date for New Staff (those entering the field for the first time) is what is reported to TRIS from KARES data. This is also referred to as the First Year Start Date on the Required Training Hours Report.

Self-Reported Hire Date is what is submitted to TRIS when a new record is created by a user or there has been a change in employers.

It is possible to have a First Year Start Date and a Self-Reported Hire Date that does not match

- If a new staff person entered the field after 7/1/2020 and has since changed employers. In this example, the FYS Date does not change.
- The reported hire date sent to TRIS when account was created, does not match what was entered into the users KARES record.
- **IMPORTANT:** A first year start date or Hire date for a new staff person cannot proceed the final Determination in KARES. This can impact calculating training hours if you have new staff who complete training prior to the determination date.

How these dates display on the Training Record Report

1. Existing Staff (Not considered a New so First Year Start date is blank) and report then uses the Self-reported date on the Training record.

Employer: KinderCare Learning Center No. 048	Orientation: 05/30/2015
Region: Northern Kentucky	PAHT: 11/17/2021
HireDate: 11/28/2022	CPR and First Aid (T): 11/17/2021

2. User who has an older First Year Start date (older than 2 years) and report uses self-reported hire date.

Employer: LaFontaine Preparatory School II, Inc.	Orientation: 07/17/2019
Region: Lake Cumberland	PAHT: 07/17/2019
HireDate: 05/10/2022	CPR and F/A (C) Adult, Infant and Child: 08/01/2020

3. No Self-Reported Hire Date so the First Year Start Date is Inserted

Employer:	Orientation: 09/17/2011
Region: Lake Cumberland	PAHT: 04/25/2022
HireDate: 03/22/2022	CPR and First Aid (T):