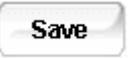## 1.6 Key Date Details

The key date details screen is used to record date of birth, retirement date and reckonable service date. The date of birth can be obtained from the New Appointment Request Form CHRIS/10, Section C – Personal Details or Certificate of Acceptance CHRIS/20, Section A – Personal Details. These details should be recorded as part of the new starter process chain, but can be amended as necessary subsequently.
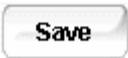
1.6.1 Amending Key Date details

1. Use the search facility to locate the person whose details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu

2. Select ⬚ Key date details from the Action pane
   The key date details form will be displayed

Key dates: Miss Libby Bush	Name: Miss Libby Bush
	Social security number: NH904568A Pers ref: 30000018

Personal

Date of birth	21/06/1969
Age	37 year(s) 8 month(s)
Date verified	

Expected retirement date

Basis	Date
Age (years)	65
Age (months)	3
Date	30/09/2034

Organisation

Start date	01/02/2007
Length of service	0 year(s) 1 month(s)
Leaving date	
Reckonable service date	01/02/2007
Length of reckonable service	0 year(s) 1 month(s)
Last working day	
Re-employable	☐

Save

3. Amend the details as required

4. Click the Save button.

1.6.2 Adding Key Date details

1. Use the search facility to locate the person whose details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu

2. Select 🗁 Key date details from the Action pane
    The key date details form will be displayed

Key dates: Mr Charlie Brown	Name: Mr Charlie Brown
	Pers ref: 30000031

Personal

Date of birth		
Age		
Date verified		

Expected retirement date

Basis	UK Legislation ▼
Age (years)	
Age (months)	
Date	

Organisation

Start date	04/09/2006
Length of service	0 year(s) 0 month(s)
Leaving date	
Reckonable service date	
Length of reckonable service	
Last working day	
Re-employable	☐

Save

3. Enter Date of Birth. This can be obtained from the CHRIS/10 or CHRIS/20
4. The expected retirement date and organisation date details will be maintained by the contracts team. Do not make any entries in these fields.

5. Click the **Save** button.

Check that the age calculated is "sensible" as a way of verifying you entry. There is no validation of the age within Trent. It is possible to enter any date of birth.