

Termination Codes

This document is intended to help you select the appropriate P1 type and termination code for an employee.

401 Termination

Code and Definition	Use the code when...
61 Dismissal (Perm. Non-merit Just Cause)	The employee is in a permanent, non-merit position and is being discharged for cause. Consult with your Personnel Officer if there are questions about whether to use this code or code 77.
62 Pending Appeal	Do not use this code unless advised to do so by DAS-HRE.
68 Resigned in Lieu of Discharge	The employee has resigned in lieu of discharge for cause. The resignation may have occurred during or after a Loudermill meeting, or when management had sufficient evidence to support a discharge for cause.
70 Dismissal (Perm. Merit Just Cause)	The employee is in a permanent (employed longer than six months), merit-covered position and is being discharged for cause. This does not include employees who are being discharged due to being medically unable to return to work (see code 92).
72 Death	The employee has passed away. Be sure to enter "Date Deceased" on the P1.
74 Transfer	The employee is transferring to an agency that is not on Central Payroll, such as the Department of Transportation, Community Based Corrections, or Regents (one of the three State universities, the Braille and Sight Saving School, and the School for the Deaf).
77 Dismissal (Permanent Non-merit)	The employee is in a permanent, non-merit position and is being discharged for reasons other than for cause (may be for budgetary reasons, position is no longer needed, employee was not a good fit, etc). Consult with your Personnel Officer if there are questions about whether to use this code or the just cause code 61.
78 Dismissal (Probationary Merit)	The employee is in a probationary (employed less than six months), merit-covered position and is being discharged. The discharge may or may not be for cause.
80 Abandoned Position	The employee has been absent from work for three consecutive work days without authorization and is considered to have voluntarily terminated employment.
81 Resigned (Better Job)	Select the appropriate resignation code based on the reason given in the resignation letter.
82 Resigned (Moving)	
83 Resigned (Health)	
84 Resigned (Go to School)	
85 Resigned (Stay Home)	
86 Resigned (Dissatisfied)	
87 Resigned (Military)	
88 Resigned (Personal)	
92 Dismissal - Perm. Merit (Medical)	The employee is being discharged due to being medically unable to return to work. The employee has not been approved for long-term disability.
93 Dismissal - Probationary Non-merit	The employee is in a probationary (employed less than six months and contract-covered), non-merit position and is being discharged. The discharge may or may not be for cause.

Continued – Termination Codes

402 Retirement

Use when the employee has elected to retire, is age 55 or older (required except for disability retirements), and has filed for IPERS.

Code and Definition	Use the code when...
63 Peace Officer Retirement	The employee is covered by the Peace Officer Retirement (POR) system and has elected to retire. POR retirees are not eligible for a sick leave payout and cannot participate in the Sick Leave Insurance Program.
75 Mandatory Retirement	The employee is a peace officer or judge that reaches the mandatory age of retirement.
89 Retirement (Voluntary)	The employee is retiring and is not participating in the Sick Leave Insurance Program (SLIP). If the employee is eligible for SLIP, confirm that they do not want to participate before processing them as a regular retirement.
90 Retirement (Sick Bal Conv to Health)	The employee has elected to participate in the Sick Leave Insurance Program. The employee must be younger than 65, and have enough sick leave to cover the \$2,000 sick leave payout and one month of employer share health insurance premiums.
95 Retirement - IPERS Disability	IPERS has approved the employee for a disability retirement.

400 Board Member Termination

Use for board and commission members who are in class code 14000.

Code and Definition	Use the code when...
72 Death	The employee has passed away. Be sure to enter "Date Deceased" on the P1.
98 Term Expired	The board member's term has expired and the person has not been reappointed to the board.
99 Not Confirmed by Senate	The employee was appointed to a position requiring Senate confirmation, and was not confirmed.
Any of the resignation codes	The board or commission member has resigned. See list of resignation codes under 401 Termination.

403 Temp Termination

Use for employees who are in an 800 or 900 seat number position, except for Board Members (see 400 Board Member Termination).

Code and Definition	Use the code when...
72 Death	The employee has passed away. Be sure to enter "Date Deceased" on the P1.
73 Term. (All Temp. Appts.)	The employee's temporary service has ended.

404 Layoff

Code and Definition	Use the code when...
69 Return to Recall	The employee was recalled to a job class they had never held before, and did not fulfill the six-month recall probationary period.
71 Layoff (Permanent)	The employee is being laid off in accordance with an approved layoff plan.

Continued – Termination Codes

409 Statutory Termination – Governor Appointee/Elected Official

Use for employees who have a “Statutory” position type. This may include department directors, elected officials and certain board members (like those on the Board of Parole and the Public Employment Relations Board).

Code and Definition	Use the code when...
72 Death	The employee has passed away. Be sure to enter “Date Deceased” on the P1.
94 Statutory Termination	The Governor has dismissed the employee or the elected official has not been reelected.
98 Term Expired	A board member’s term has expired and the person has not been reappointed to the board.
99 Not Confirmed by Senate	The employee was appointed to a position requiring Senate confirmation, and was not confirmed.
Any of the resignation codes	The employee has resigned. See list of resignation codes under 401 Termination.

452 Long Term Disability Termination

Use when the employee has been approved for long-term disability.

Code and Definition	Use the code when...
76 LTD Termination	The employee has been approved for long-term disability. This term code will automatically populate on the P1 after it has processed.