

HRIS Cheat Sheet

| Base Step | Definition |
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| BB | Below Base. Only Americorp employees (class code 15259) can have a base step of BB. |
| AA | For employees in minus step pay grades, i.e. 17 (-5). If the employee's salary is below pay grade 17, the base step shows AA. |
| MN | Minimum |
| 00 | Between the minimum and maximum |
| MX | Maximum |
| XX | Above the maximum (red-circled). Red-circle pay must be approved on an M40. |

Pay Plans

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| 000 | Noncontract |
| 007/017 | SPOC |
| 009 | UE/IUP |
| 013 | AFSCME (Education Unit) |
| 014 | AFSCME |
| 024 | Department Directors/Appointed Non-Elected Officials |
| 025 | Lottery |

Mode of Pay

| | | |
|----|----------|---|
| 01 | Hourly | Temporary, Seasonal, and Part-time employees (except for Americorp employees) |
| 02 | Daily | Board members (class code 14000) |
| 03 | Biweekly | Full-time employees and Americorp employees (class code 15259) |
| 06 | Annual | Statutory employees (i.e. Department Directors, certain board members, etc.) |

Retroactive Pay (Administrative Rule 53.4(7))

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|-----------|--|
| Prior FYs | Retroactive pay owed for June 30, 2014 and prior must be submitted to the State Appeal Board. |
| FY 2015 | Retroactive pay owed for July 1, 2014 through June 30, 2015 can be paid on a P1 through the 07/31/15 pay period. After the 07/31 pay period, retroactive pay owed for FY 2015 must be submitted to the State Appeal Board. |
| FY 2016 | Current fiscal year that began on July 1, 2015. Retroactive pay can be paid on a P1. |

Retirement Indicator (found on last page of a hire P1) - Any ?s email Lisa Elliott

| | |
|------------------------|--|
| 005 Fulltime New Hire: | Field should be left blank, or set to applicable code (usually 1 IPERS). Should never be 0 None. |
| 039 Temp New Hire: | Field should be set to 0 None. |
| 065 Temp Reemployment: | Field should be set to 0 None. |
| 083 Temp to Temp: | If the Retirement Indicator on the left side of the P1 is 0 None, then it should be 0 None on the right side of the P1 as well. If the left side is blank, the Retirement Indicator on the right should be 1 IPERS (or other applicable code). |
| 086 Temp to Permanent: | Make sure the Retirement Indicator on the right side of the P1 is set to 1 IPERS (or other applicable code). |

Retirement Indicator Options

| | | |
|---|----------------------|---|
| 0 | None | Temporary new hires/reemployments and AmeriCorps employees |
| 1 | IPERS | Majority of new hires/reemployments (exceptions noted below) |
| 2 | Judicial | N/A (does not apply to Executive Branch) |
| 3 | Police | Troopers, special agents, fire inspectors |
| 4 | Airport Firefighter | Airport firefighter (class code 07130), Airport Assistant Fire Chief (class code 07131) |
| 5 | Conservation Officer | Conservation Officer (class code 05355), Park Ranger (class code 05210) |
| 6 | Correctional Officer | Anyone in an 80000 class code. |
| 7 | TIAA/CREF-Pretax | N/A (does not apply to Executive Branch) |
| 8 | TIAA/CREF-Posttax | N/A (does not apply to Executive Branch) |

Pre-Tax Indicator for Temporary Employees

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|---|--------------|-----------------------------------|
| 0 | Not Eligible | Temporary new hires/reemployments |
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