**LEAVE**

- 40 Military Leave With Pay
- 41 Military Leave Without Pay
- 44 Educational Leave
- 50 Leave Without Pay
- *53 FMLA for Family Member
- *54 Medical Leave Without Pay
- 56 Return from Leave
- *57 Medical Intermittent Leave
- 59 Temporary Layoff

* Includes FMLA and Catastrophic Illness Leave

**TERMINATION**

- 61 Dismissal (Perm. Non-merit Just Cause)
- 62 Pending Appeal
- 63 Peace Officer Retirement
- 68 Resigned in Lieu of Discharge
- 69 Return to Recall
- 70 Dismissal (Perm. Merit Just Cause)
- 71 Layoff (Permanent)
- 72 Death
- 73 Term. (All Temp. Appts.)
- 74 Transfer
- 75 Mandatory Retirement
- *76 LTD Termination
- 77 Dismissal (Permanent Non-merit)
- 78 Dismissal (Probationary Merit)
- 80 Abandoned Position
- 81 Resigned (Better Job)
- 82 Resigned (Moving)
- 83 Resigned (Health)
- 84 Resigned (Go to School)
- 85 Resigned (Stay Home)
- 86 Resigned (Dissatisfied)
- 87 Resigned (Military)
- 88 Resigned (Personal)
- 89 Retirement (Voluntary)
- 90 Retirement (Sick Bal Conv to Health)
- 91 Retirement (Sick Bal $ Depleted)
- 92 Dismissal - Perm. Merit (Medical)
- 93 Dismissal - Probationary Non-merit
- 94 Statutory Termination
- 95 Retirement - IPERS Disability
- 96 SERIP - Retirement Incentive Prog.
- 97 SERIP - Retirement Incentive Terminate
- 98 Term Expired
- 99 Not Confirmed by Senate

*76 LTD Termination is a valid termination code. HRIS inserts "76" in the reason field on P1 type 452 when it goes through the process update.

**BARGAINING UNIT**

- 000 Legislative - House AFSCME
- *001 Clerical AFSCME
- *002 Technical AFSCME
- *003 Blue Collar AFSCME
- *004 Fiscal & Staff AFSCME
- *005 Social Services UE/IUP
- *006 Security AFSCME
- *007 Public Safety SPOC
- 008 Engineers Unorganized
- 009 Science UE/IUP
- *010 Education AFSCME
- *011 Patient Care AFSCME
- 012 Patient Treatment Unorganized

**POSITION TYPE**

- 00 Permanent Fulltime (Merit)
- 01 Statutory
- 02 Permanent Fulltime (Non-merit)
- 03 Permanent Part-time (Merit)
- 04 Permanent Part-time (Non-merit)
- 05 Temporary
- 06 Seasonal
- 08 Job Sharing
- 09 Temporary Unauthorized
- 55 SLIP
- 56 SERIP

**CONDITION OF EMPLOYMENT**

- 01 Fulltime
- 02 Part-time
- 06 Seasonal
- 08 Job Sharing
- 09 Phased Retirement
- *11 Not to go over 780 hours
- 14 Internship
- 30 Elig. Benefits (Non-Executive Branch)
- 31 Benefit Inelig. (Non-Executive Branch)
- 32 Elig. Benefits Immed. (Non-Executive)
- 55 SLIP
- 56 SERIP

**BARGAINING STATUS**

- N Contract Covered
- S Supervisory
- E Exempt
- U Unorganized
- P Judicial - Professional

**PAY MODE**

- 01 Hourly
- 02 Daily
- 03 Bi-Weekly
- 04 Legislator
  - Paid first 6 months
- 05 Legislator
  - Paid ½ first 6 months and
  - ½ second 6 months
- 06 Annual
- 07 Legislator
  - Paid in 12 month period

**EMPLOYEE STATUS**

- 01 Probationary (Non-merit)
- 02 Statutory
- 03 Probationary (Merit)
- 04 Provisional (Probationary Merit)
- 08 Permanent (Merit)
- 09 Seasonal
- 10 Internship
- 11 Permanent (Non-merit)
- 12 Temporary
- 55 SLIP
- 56 SERIP

**OPTIONAL REMARKS CODES**

Optional remarks are assigned specifically to an individual P1 type. If an Optional Remark is necessary, the system will require the user to complete the Optional Remark field. The user will then need to select the applicable Optional Remark code.

**SHIFT DIFFERENTIAL**

- 01 8AM - 4:30 PM
- 02 4PM - Midnight
- 03 Midnight - 8AM
- 04 Swing Shift

*Time may vary slightly by department

Revised 6/4/15 (SA)
<table>
<thead>
<tr>
<th>LEAVE</th>
<th>POSITION TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Educational Leave With Pay</td>
<td>Currently no inactive codes.</td>
</tr>
<tr>
<td>43 Educational Leave Without Pay</td>
<td></td>
</tr>
<tr>
<td>51 Educational/Military Leave Without Pay</td>
<td></td>
</tr>
<tr>
<td>52 Educational Leave With Pay</td>
<td></td>
</tr>
<tr>
<td>*55 Medical Leave Without Pay</td>
<td></td>
</tr>
<tr>
<td>(Over 4 Months)</td>
<td></td>
</tr>
<tr>
<td>58 Catastrophic Illness Leave With Pay</td>
<td>(Intermittent Use)</td>
</tr>
<tr>
<td>* Includes FMLA and Catastrophic Illness Leave</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th>CONDITION OF EMPLOYMENT</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>04 Project</td>
<td></td>
</tr>
<tr>
<td>07 Substitute</td>
<td></td>
</tr>
<tr>
<td>*10 &gt;19 hours per week (Benefits</td>
<td></td>
</tr>
<tr>
<td>elig. After 780 hours)</td>
<td></td>
</tr>
<tr>
<td>*12 Re-Employ in same F/Y</td>
<td></td>
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</tbody>
</table>

*Covered by a collective bargaining agreement if bargaining status is "N"

<table>
<thead>
<tr>
<th>TERMINATION</th>
<th></th>
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<tbody>
<tr>
<td>61 Early Retirement 10% Cash, &gt; Age 65</td>
<td>Note: Repurposed effective 05/08/13. Now active code titled Dismissal (Perm. Non-merit Just Cause).</td>
</tr>
<tr>
<td>62 Early Retirement 10% Cash, Age 62-65</td>
<td>Note: Repurposed effective 05/08/13. Now active code titled Pending Appeal.</td>
</tr>
<tr>
<td>63 Early Retirement, Insurance Paid to 65</td>
<td>Note: Repurposed effective 11/21/12. Now active code titled Peace Officer Retirement.</td>
</tr>
<tr>
<td>64 Early Out FY 2002</td>
<td></td>
</tr>
<tr>
<td>65 Buy Out FY 2003</td>
<td></td>
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<tr>
<td>66 Early Out FY 2003</td>
<td></td>
</tr>
<tr>
<td>67 Early Out FY 2005</td>
<td></td>
</tr>
<tr>
<td>79 Termination (Correction)</td>
<td></td>
</tr>
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</table>

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Revised 06/07/13