

HRIS TABLE OF CODES

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
 021 Attorney General
 022 Judicial
 024 Dept. Directors & Statutory
 Appointed/Elected Officials

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

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 2/3 first 6 months and
 1/3 second 6 months)
 06 Annual
 07 Legislator
 (Paid in 12 month period)

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.

POSITION TYPE

00 Permanent Fulltime (Merit)
 01 Statutory
 02 Permanent Fulltime (Non-merit)
 03 Permanent Part-time (Merit)
 04 Permanent Part-time (Non-merit)
 06 Temporary
 08 Seasonal
 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

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

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

SHIFT DIFFERENTIAL

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

*Time may vary slightly by department

HRIS TABLE OF CODES - INACTIVE

LEAVE

- 42 Educational Leave With Pay
- 43 Educational Leave Without Pay
- 51 Educational/Military Leave Without Pay
- 52 Educational Leave With Pay
- *55 Medical Leave Without Pay
(Over 4 Months)
- 58 Catastrophic Illness Leave With Pay
(Intermittent Use)

* Includes FMLA and Catastrophic Illness Leave

TERMINATION

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

POSITION TYPE

Currently no inactive codes.

CONDITION OF EMPLOYMENT

- 04 Project
- 07 Substitute
- *10 >19 hours per week (Benefits elig. After 780 hours)
- *12 Re-Employ in same F/Y

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

EMPLOYEE STATUS

Currently no inactive codes.