



Employee Status Codes Reference Guide

Employee status codes indicate whether or not an Employee is active within an organization. Employee status codes also define the type of status. For example, full-time, part-time, retired, etc.

Example:

- A1 = Permanent full time with benefits
- A7 = Original Probation full time with benefits
- C0 = Uncovered full time no benefits
- D4 = Temporary part time no benefits

STATUS	STATUS DESCRIPTION	CODE STATUS	PAYMENT STATUS	COUNT
A1	PERMANENT FT	ACTIVE	PB	2
A2	PERMANENT PT W/BN	ACTIVE	PB	2
A3	PERMANENT PT N/BN	ACTIVE	PN	2
A4	PROMO PROBATION FT	ACTIVE	PB	2
A5	PROMO PROB PT W/BN	ACTIVE	PB	2

Employees and Status Codes

An Employee status change will be applicable on HRIS for a variety of circumstances, not just the types of changes that would relate to an Employee's status with the state such as Permanent Status, Original Probationary Status, or Uncovered Status. An Employee's status in HRIS must be looked at in a broader perspective since the Employee Status Code affects multiple items in the system including benefits, payroll, and Employee groups.

It is important that HR, Payroll and Benefits staff become familiar with these codes and review them when performing actions on an Employees record. Because of the integration of the HRIS System, changes to an Employees status code impact benefits, payroll and personnel information. The Employee status code is critical to ensuring that other information is processed correctly on the Employees record.

The Employee status code indicates:

- the employment status in relation to the personnel rules: Permanent, uncovered, limited, original or promotional probation, etc.
- the Employee's pay status: pay or no pay
- the Employee's benefits eligibility: benefits or no benefits
- whether the Employee is part time or full time
- whether the Employee is included in headcounts (for budgeting and reporting purposes)

What is a Payment and Benefit Status?

A payment status is assigned to each Employee status code to indicate an Employee's eligibility to receive pay and benefits. HRIS provides four predefined payment status:

- Pay with Benefits (PB)
- Pay without Benefits (PN)
- No Pay with Benefits (NB)
- No Pay and No Benefits (NN)

The **first** character in each status code's payment status (e.g. **PB**) determines whether the Employee is eligible to be paid.

The **second** character in each status code's payment status (e.g. **PB**) is informational only and only notes if an Employee is eligible for benefits.

These payment statuses are viewable from the drop down menus when status code is a choice.

The screenshot shows the HRIS Select Control (HRSC.1) interface. A table lists various status codes (Sc) with their descriptions, payment statuses, and counts. Two callouts highlight the 'Pay Status' and 'Count' columns.

Sc	Status	Description	Pay Status	Count
<input type="checkbox"/>	A0	PEND NEW HIRE H/BN	No Pay, No Ben	Inactive 0
<input type="checkbox"/>	A1	PERMANENT FT	Pay, Benefits	Active 0
<input type="checkbox"/>	A2	PERMANENT FT W/BN	Pay, Benefits	Active 0
<input type="checkbox"/>	A3	PERMANENT FT N/BN	Pay, No Benefi	Active 0
<input type="checkbox"/>	A4	FROM PROBATION FT	Pay, Benefits	Active 0
<input type="checkbox"/>	A5	FROM PROB FT W/BN	Pay, Benefits	Active 0
<input type="checkbox"/>	A6	FROM PROB FT N/BN	Pay, No Benefi	Active 0
<input type="checkbox"/>	A7	ORIG PROB FT	Pay, Benefits	Active 0
<input type="checkbox"/>	A8	ORIG PROB FT W/BN	Pay, Benefits	Active 0
<input type="checkbox"/>	A9	ORIG PROB FT N/BN	Pay, No Benefi	Active 0
<input type="checkbox"/>	B1	LMTD PERM FT	Pay, Benefits	Active 0
<input type="checkbox"/>	B2	LMTD PERM FT W/BN	Pay, Benefits	Active 0

What is a Count Value?

Count Value indicates whether an Employee is included in headcounts and FTE counts in HRIS. If you select Excluded (1) as the count value, HRIS excludes Employees with that status code from headcounts. If you select Active (2) or Not Active (3), HRIS includes Employees with that status code in headcounts.

The Personnel Administration (PA) module or HRIS counts Employees with a Not Active status separately from those with an Active status.

- 1 = Exclude from FTE and headcount
- 2 = Active; include in headcount
- 3 = Not Active; include in headcount

It is important to keep these things in mind when assigning status codes, in Employee Groups and in Reporting.