

HRIS Status Code Listing

Effective March 21st 2015

Code	NEW Description	Purpose	FTE	Pay / Benefit Status	EE User Field ~ Annual Leave
A0	PEND NEW HIRE N/BN	Pending New Hire (candidate is in Talent Acquisition)	N/A	NN	No Accrual
A1	CVD PERM W/BN	Covered Permanent Employees	.5, .75, OR 1	PB	LPANCVD (1,2,3)
A3	CVD PERM N/BN	Covered Permanent Employees (works less than 20 hours)	.25	PN	LPANCVD4
A4	CVD PROMO PROB W/BN	Covered Employees on Promotional Probation	.5, .75, OR 1	PB	LPANCVD (1,2,3)
A6	CVD PROMO PROB N/BN	Covered Employees on Promotional Probation (works less than 20 hours)	.25	PN	LPANCVD4
A7	CVD ORIG PROB W/BN	Covered Employees on Original Probation	.5, .75, OR 1	PB	LPANCVD (1,2,3)
A9	CVD ORIG PROB N/BN	Covered Employees on Original Probation (works less than 20 hours)	.25	PN	LPANCVD4
C1	UNCOVERED W/BN	Uncovered Employees	.5, .75, OR 1	PB	LPANSPUNC or LPANUNC (depending on hire date)
C3	UNCOVERED N/BN	Uncovered Employees (works less than 20 hours)	.25	PN	LPANSPUNC or LPANUNC (depending on hire date)
D1	TEMPORARY W/BN	Temporary Employees (Seasonal, variable, interns, pools, etc.)	.25, .5, .75, OR 1	PB	No Accrual
D2	TEMPORARY N/BN	Temporary Employees that are <u>NOT</u> health benefit eligible (Seasonal, variable, interns, pools, etc.)	.25, .5, .75, OR 1	PN	No Accrual
E1	ELECT OFFICIAL W/BN	Elected Officials	1	PB	No Accrual
L4	LWOP N/BN	Employees that are currently on leave without pay and are not eligible for health benefits	.25, .5, .75, OR 1	NN	Varies
L5	LWOP W/BN	Employees that are currently on leave without pay and are eligible for health benefits	.25, .5, .75, OR 1	NB	Varies
M1	MIL LVE W/PAY W/BN	Employees on military leave with pay and are eligible for health benefits	.25, .5, .75, OR 1	PB	LPANSPUNC or LPANUNC (depending on hire date)
M2	MIL LVE N/PAY N/BN	Employees on military leave without pay and are not eligible for health benefits	.25, .5, .75, OR 1	NN	No Accrual
M3	MILIT LEAVE W/O PAY W/BN	Employees on military leave without pay and are eligible for health benefits	.25, .5, .75, OR 1	NB	No Accrual
T3	LT DISAB APPVD - TERM	Terminated employees on LTD	.25, .5, .75, OR 1	NN	No Accrual
R1	RETIREE PENDING	Retired employees that still need final paycheck	.25, .5, .75, OR 1	PB	Final accrual
R2	RETIREE FINAL	Retired employees that have received final paycheck	.25, .5, .75, OR 1	NN	No Accrual
R3	NON ACTIVE PAYEE	Retired employees that are receiving RASL payments	.25, .5, .75, OR 1	PN	No Accrual
S5	SPECIAL ASSG W/BN	Employees on special assignment	.25, .5, .75, OR 1	PB	Varies

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T1	TERMINATION PENDING	Terminated employees that still need final paycheck	.25, .5, .75, OR 1	PB	Final accrual
T2	TERMINATION FINAL	Terminated employees that have received final paycheck	.25, .5, .75, OR 1	NN	No Accrual
U1	DECEASED PENDING	Deceased employees that still need final paycheck paid to beneficiary	.25, .5, .75, OR 1	PB	Final accrual
U2	DECEASED FINAL	Deceased. employees that have received final paycheck	.25, .5, .75, OR 1	NN	No Accrual
FM	HRIS CORR ONLY	HRIS Usage Only	.25, .5, .75, OR 1	NB	No Accrual
F1	BOARD & COMMISSION	Board and Commission members (regardless if they are paid travel or meeting fees.	0.01	PN	No Accrual

*ACA Reporting - If an employee is eligible for health benefits and has a change in position, please contact ADOA benefits to determine appropriate new code to maintain benefit eligibility.

Status Codes that will be Eliminated March 21st 2015

Code	Description	New Status Code to Use
A2	PERMANENT PT W/BN	A1
A5	PROMO PROB PT W/BN	A1
A8	ORIG PROB PT W/BN	A7
B1	LMTD PERM FT	A1
B2	LMTD PERM PT W/BN	A1
B3	LMTD PERM PT N/BN	A1
B4	LMTD PROM PROB FT	A1
B5	LMTD PROM PROB PT W/BN	A1
B6	LMTD PROM PROB PT N/BN	A1
B7	LMTD ORIG PROB FT	A1
B8	LMTD ORIG PROB PT W/BN	A1
B9	LMTD ORIG PROB PT N/BN	A1
C0	UNCOV FT N/BN	D2
C2	UNCOVERED PT W/BN	C1
C4	MOBILITY FT	C1
D3	TEMPORARY PT W/BN	D1
D4	TEMPORARY PT N/BN	D2
E2	ELECT OFFICIALS N/BN	E1
L1	LEAVE W/PAY W/BN	Will depend on employee "at will status"
L2	LEAVE W/PAY N/BN	Will depend on employee "at will status"
L3	LWOP W/BN EE PAYS EE PREM	Will depend on employee "at will status"
R4	RETIREE RTN TO WK W/BN	Will depend on employee "at will status"
R5	RETIREE RTN TO WK N/BN	Will depend on employee "at will status"
S6	SPECIAL ASSIGNMENT PT	Will depend on employee "at will status"
V1	PROVISIONAL FT	Will depend on employee "at will status"
W1	INDUST LV W/BN	Will depend on employee "at will status"
W2	INDUST LV N/BN	N/A
W3	INDUST LWOP W/BN	N/A
X1	EMERGENCY FT	N/A

Revised: March 10th 2015

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