



# HUMAN RESOURCES CODING GUIDE

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HUMAN CAPITAL MANAGEMENT

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**HUMAN RESOURCE MODULES**

ORGANIZATIONAL MANAGEMENT

PERSONNEL ADMINISTRATION

BENEFITS ADMINISTRATION

TIME MANAGEMENT

AGENCY PAYROLL



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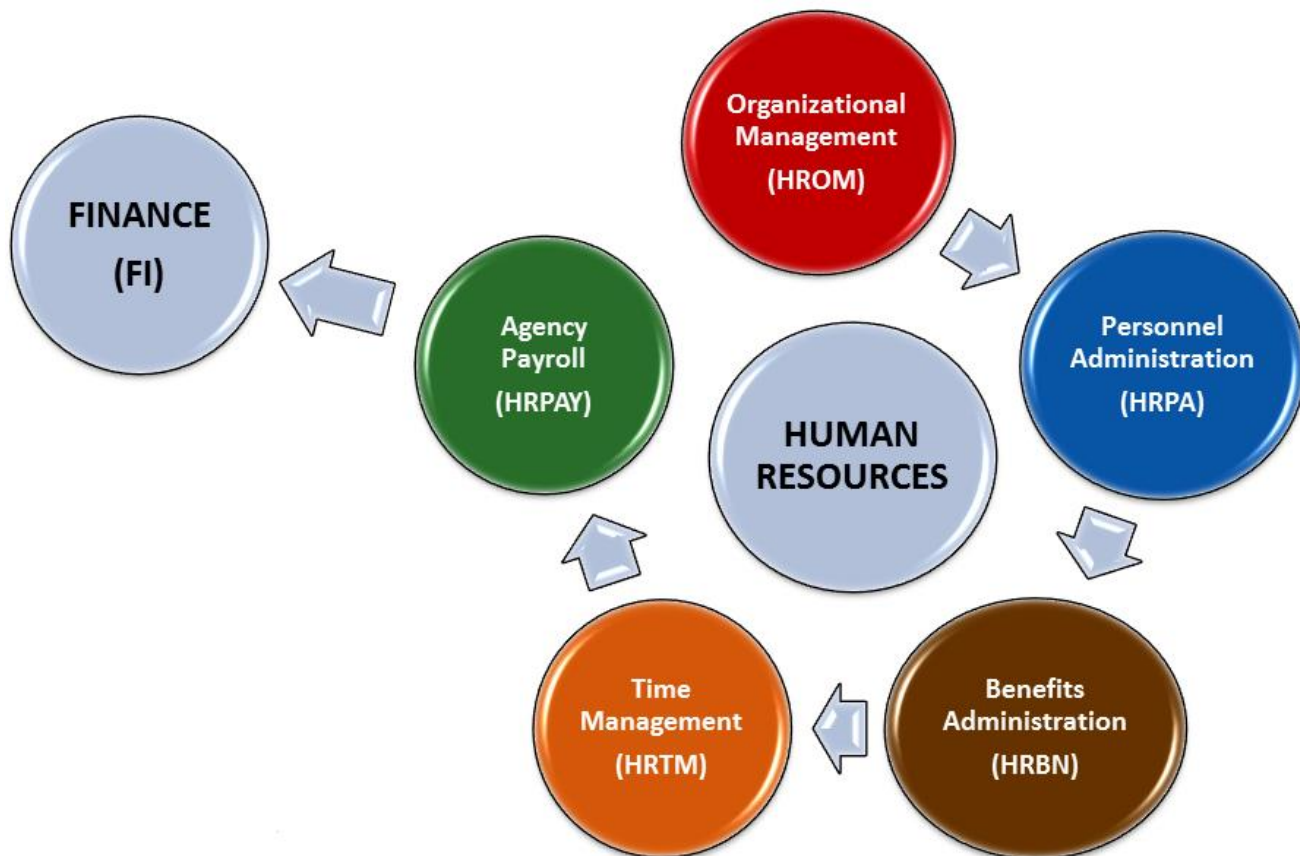
# THE HUMAN RESOURCES CODING GUIDE

The purpose of this guide is to provide users with a reference tool containing key information. It is a condensed, user-friendly reference that assists in getting needed information quickly, without the need of having to search through course material to obtain accurate data.

This guide is divided into the Human Resources modules: Organizational Management, Personnel Administration, Benefits Administration, Time Management, and Agency Payroll. It provides actions and reason codes, wage types, terms and descriptions, system messages, and agency-specific usages.

# HUMAN RESOURCES INTEGRATION POINTS

Integration is the process in which separate components are combined to make a unified whole. AASIS is unique because it links the different sub-modules of Human Resources (HR) together and when maintained, provides consistent data throughout the system.








# ORGANIZATIONAL MANAGEMENT

The Organizational Management (OM) module is the core component in Human Resources (HR) functionality. It is the foundation for HR related modules such as Personnel Administration, Benefits, Time, and Payroll modules.

## Basic Object Types

The following basic object types are the building blocks of the organizational plan.

Object Type	Object Type Key	Object Icon	Defined
Organizational Unit	O		Describes the distinct business area/agencies and their departments, divisions, offices, and units within the state of Arkansas.
Job	C		Classifications
Position	S		Occupied by holders/employees
Cost Center	K		Financial Accounting Structure to which costs are posted.
Person	P		Employee

## Organizational Structure

Objects within Organizational Management are maintained individually via infotypes and linked together using relationships. This establishes the hierarchical structure and defines the object characteristics in the system.

Common Relationships	Objects	Description
A/B 002	O — O	Hierarchical assignment between organizational units
A/B 003	O — S	Assignment of positions to organizational units
A/B 007	S — C	Assignment of jobs to positions
A/B 008	S — P	Assignment of employees to positions
A 011	O — K S — K	Assignment of cost centers to an organizational unit or to a position as a master cost center
A/B 012	O — S	Assignment of positions to organizational units as managing positions

## **Position Special Relationships**

Special relationships are used when there is a need to have a separate organizational manager and functional manager. These can be maintained via transaction PO13 or PP01 on the position object relationships infotype.

### **Time and Leave Special Relationships:**

- A 962 (Reports to (alternative) – This is a position-to-position relationship used when the functional manager and organizational manager differ for a given position for time and leave reporting. Employee Position has alternate time and leave approver relationship to functional manager position. Inverse relationship is created by system.
- A ZDL (Has delegated Time/Leave approvals) – This is a position-to-position relationship used when an organizational manager will not approve time and leave but delegates this authority to another manager. Organizational Manager Position has delegated time and leave approvals to another manager position (meaning employees that normally report to organizational manager will now have time/leave approved by delegate manager.) Inverse relationship is created by system.

### **PGC special relationships:**

- A ZPA (Reports to (Alt. PE Mgr) – This is a position-to-position relationship used when the functional manager and organizational manager differ for a given position for performance evaluations. Employee Position has alternate performance evaluator relationship to functional manager position. Inverse relationship is created by system.
- A ZPE (Has delegated Performance Evaluations) – This is a position-to-position relationship used when an organizational manager will not conduct performance evaluations but delegates this authority to another manager. Organizational Manager Position has delegated performance evaluations to another manager position (meaning employees that normally report to organizational manager will now have performance evaluations conducted by delegate manager.) Inverse relationship is created by system.

## Time Constraints

There are three (3) Time Constraints:

- **Time Constraint 1** - A record is mandatory and no gaps can exist in the validity period.
- **Time Constraint 2** - A record is optional and only one record can exist at one time.
- **Time Constraint 3** - A record is optional and more than one record can exist at one time.

Infotype	Object	Relationship	Time Constraint
IT1000-Object	O, C, S		1
IT1005-Planned Compensation	C		1
	S		2
IT1008-Account Assignment Features	O, S		2
IT1013-Employee Group/ Subgroup	S		2
IT1018-Cost Distribution	S		2
IT1610-US Job Attributes	C		1
IT9010-Specific Position Data	S		2
IT1001-Relationships	O	A002-Reports (line) to	2
		B002-Is line supervisor of	3
		B003-Incorporates	3
		B012-Is managed by	3
	C	A007-Describes	3
	S	A003-Belongs to	2
		A008-Holder	3
		A011-Master cost center	2
		A012-Manages	3
		B007-Is described by	3

## Active Infotypes – Organizational Management

Infotype No.	Infotype Name	Description
1000	Object	This infotype is found on all OM objects and provides a description of the relative object: the abbreviation and name of the organizational unit, job, or position.
1001	Relationships	This infotype is found on all OM objects and provides the relationships or subtype to other objects: A007-Describes, B007-Is described by, A002-Belongs to, B003-Incorporates, etc.
1005	Planned Compensation	This infotype is found on Object C and Object S (When a position is crossgraded, downgraded, restored or designated as Special Administration) and provides the salary structure data.
1008	Acct Assignment Features	This infotype is found on Object O and Object S and contains the position's company code, business area (required for Object O), personnel area, personnel subarea and finance controlling area.
1013	Employee Group/Subgroup	This infotype is found on Object S and contains the position's employee group and subgroup information.
1018	Cost Distribution	This infotype is found on Object S and reflects a position's further breakdown of payroll distribution, such as WBS element, Internal Order, or a different cost center from that of the master cost center.
1610	US Job Attributes	This custom infotype is found on Object C and provides the EEO category and FLSA assignment of the job.
9010	Specific Position Data	This custom infotype is found on Object S and establishes the position with specific indicators, such as Job Share, Pool Position, etc.



## Relevant Infotypes – Organizational Management

Infotype NO.	Infotype Name	Description
0000	Actions	This infotype describes the type of personnel action being performed on the employee. It is divided into four (4) sections: Personnel Action, Status, Organizational Assignment, and Additional Actions. The position assignment is made on this infotype whereby populating relative fields on Organizational Assignment (IT0001). When certain attributes of the position are changed, a personnel administration action must be performed to update.
0001	Organizational Assignment	This infotype contains the attributes of the position keyed on Actions (IT0000). This infotype is divided into four (4) sections: Enterprise Structure, Personnel Structure, Organizational Plan, and Additional Fields. Position attributes are updated either directly or through a personnel action.
0003	Payroll Status	This infotype provides data related to the latest payroll posting, Payroll/Retroactive Accounting, and Time Evaluation.
0008	Basic Pay	This infotype reflects pay structure data, salary and wage types assigned on an employee.
0105	Communication	This infotype stores the employee's AASIS user ID. This ID assists with identifying the user who changed data on an infotype screen and is reflected under the Change Information icon.
9554	Board and Commission Member Tracking	This infotype provides data related to the appointment of a Board or Commission Member: Term Range dates, Business Area assigned to, Position #, Stipend, and whether State or Non-State employee. Stipend payments to Non-State employee (Job Code 5555) are entered on Additional Payments (IT0015).

# PERSONNEL ADMINISTRATION

The Personnel Administration module creates, maintains, and stores employee information through Actions. Each Action has a reason code and effective date. Each time a new action is processed, a history of the previous action is recorded in the system. The system defaults to 12/31/9999.

Act 365 of 2017 has introduced a new Pay Plan for the State of Arkansas. Through this implementation, it was necessary to create new Actions to better report. In this section, you will find a list of actions and action reason codes with their descriptions, as well as the corresponding basic pay reason codes that are effective as of 7/2/2017.

Hire Action (PA40) / Fast Entry Hire Action (PA42) - A new hire is an employee who has no established employee data record in AASIS.

The following is a list of **Action (IT0000)** reason codes with descriptions and corresponding **Basic Pay (IT0008)** reason codes.

Actions	Reason Code Descriptions
<p><b>HIRE</b></p> <p><b>Code: ZF</b></p> <p>All new hires in AASIS are processed using a hire action. These employees have <u>not</u> been previously entered in AASIS.</p> <p>In the case of a <b>job share</b> situation, be sure to indicate the percentage of time the employee works in the position on <b>Planned Working Time (IT0007)</b>. Verify that the work schedule rule is correct.</p> <p>In the case of <b>Concurrent Employment</b> where the primary agency is non-participating in AASIS, the hire action must be used if the employee has never been entered in the system.</p>	<p><b>01 New Hire</b> An employee enters state service in the AASIS system for the first time.</p> <p><b>02 Emergency Hire</b> Must be approved by Office of Personnel Management (OPM)/Class and Comp. Use this reason code only when OPM/Class and Comp has approved the agency's emergency hire request.</p> <p><b>03 Nonparticipating Agency (Currently Active)</b> An active employee with current state service from a non-participating agency enters into a position with a participating AASIS agency.</p> <p><b>04 Nonparticipating Agency (Terminated)</b> An inactive employee with prior state service from a non-participating agency enters into a position with a participating AASIS agency.</p> <p><b>05 Nonparticipating Agency (Retired)</b> A retired employee from a non-participating agency enters into a position with a participating AASIS agency.</p> <p><b>06 Extra Help/Seasonal</b> An employee is assigned a position designated as either extra-help or seasonal.</p> <p><b>08 Rehire (With a Break in Service)</b> An employee returns to state government after thirty (30) days of separation.</p>

Actions	Reason Code Descriptions
	<p><b>09 Rehire (No Break in Service)</b> An employee returns to state government within thirty (30) days of separation.</p> <p><b>10 Reinstatement</b> An employee returns to state government (i.e., resulting from a court mandate).</p> <p><b>11 Reemployment of Retiree</b> A retiree who has been inactive for a period of 180 days or more is rehired in a regular position.</p> <p><b>12 Concurrent Employee (Secondary)</b> <b>For OPM/State Payroll only.</b> Use this reason code only in the event the primary employer is a non-participating agency, and the employee is not currently in AASIS.</p>

**HIRE ACTION MATRIX SORTED BY BASIC PAY REASON CODES**

Action Code	Action Text	Reason Code Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
ZF	Hire	06	Extra Help/Seasonal	01	Within Range	ALL
ZF	Hire	03	Nonparticipating Agency (Active)	13	No Salary Change	ALL
ZF	Hire	04	Nonparticipating Agency (Term)	13	No Salary Change	
ZF	Hire	05	Nonparticipating Agency (Retire)	13	No Salary Change	
ZF	Hire	08	Rehire (Break in Service)	13	No Salary Change	
ZF	Hire	09	Rehire (No Break in Service)	13	No Salary Change	
ZF	Hire	10	Reinstatement	13	No Salary Change	
ZF	Hire	11	Reemployment of Retiree	13	No Salary Change	
ZF	Hire	01	New Hire	37	New Hire Entry	ALL
ZF	Hire	02	Emergency Hire	37	New Hire Entry	
ZF	Hire	03	Nonparticipating Agency (Active)	37	New Hire Entry	
ZF	Hire	04	Nonparticipating Agency (Term)	37	New Hire Entry	
ZF	Hire	05	Nonparticipating Agency (Retire)	37	New Hire Entry	
ZF	Hire	08	Rehire (Break in Service)	37	New Hire Entry	ALL
ZF	Hire	09	Rehire (No Break in Service)	37	New Hire Entry	ALL

Action Code	Action Text	Reason Code Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
ZF	Hire	10	Re-instatement	37	New Hire Entry	ALL
ZF	Hire	11	Re-employment of Retiree	37	New Hire Entry	ALL
ZF	Hire	01	New Hire	42	Unclassified Current	ALL
ZF	Hire	02	Emergency Hire	42	Unclassified Current	ALL
ZF	Hire	03	Nonparticipating Agency (Active)	42	Unclassified Current	ALL
ZF	Hire	04	Nonparticipating Agency (Term)	42	Unclassified Current	ALL
ZF	Hire	05	Nonparticipating Agency (Retire)	42	Unclassified Current	ALL
ZF	Hire	08	Rehire (Break in Service)	42	Unclassified Current	ALL
ZF	Hire	09	Rehire (No Break in Service)	42	Unclassified Current	ALL
ZF	Hire	10	Re-instatement	42	Unclassified Current	ALL
ZF	Hire	11	Re-employment of Retiree	42	Unclassified Current	ALL
ZF	Hire	12	Concurrent Empl. (Secondary)	N/A	N/A	For OPM use Only

### Board or Commission Member Actions

In order to process Board and Commission Actions, you must have the role of Z:HR0144 (Complimentary – Agency Personnel Management – Brd & Com. Mbr).

The Basic pay infotype (IT0008) will be created with 0.00 hourly rate. Payment is made through **Additional Payments (IT0015)**.

Action Code	Action Text	Reason Code Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
YB	Hire Board or Commission Mbr.	01	New Hire Board or Comm Member	01	Within Range	ALL
YC	Rehire Board/Comm Mbr	01	Rehire	01	Within Range	ALL

## Rehire Action

A rehire is a former employee of the state who has a current record and personnel number in AASIS. Rehire Action (PA40) / Fast Entry Rehire Action (PA42)

Actions	Reason Code Descriptions
<p><b>REHIRE</b></p> <p><b>Code: Z1</b></p> <p>This action is used when an employee, previously entered in AASIS, is rehired.</p> <p>In the case of a <b>job share</b> situation, be sure to indicate the percentage of time the employee works on <b>Planned Working Time (IT0007)</b>. Verify that the work schedule rule is correct.</p> <p><b>Note:</b> If an employee is a rehire from another state agency, OPM/State Payroll must process the rehire action.</p>	<p><b>01 Rehire</b> When an employee, previously in AASIS, is rehired.</p> <p><b>02 Emergency Hire</b> <b>Must be approved by OPM/Class and Comp.</b> Use this reason code only when OPM/Class and Comp has approved the agency's emergency hire request. This is an employee, previously in AASIS, who is rehired as an emergency hire.</p> <p><b>03 Nonparticipating Agency</b> An employee in AASIS coming from a non-participating agency in AASIS.</p> <p><b>04 Extra Help/Seasonal</b> Rehire of an employee, previously entered in AASIS, into an extra-help or seasonal position.</p> <p><b>06 No Break in Service</b> Rehire of an employee, previously entered in AASIS, with no break in service [within thirty (30) days of separation].</p> <p><b>08 Reinstatement</b> An employee, previously in AASIS, returns to state government (i.e., resulting from a court mandate).</p> <p><b>09 Reduction in Force (RIF)</b> Rehire of an employee previously terminated due to a reduction in force.</p>

**REHIRE ACTION MATRIX SORTED BY BASIC PAY REASON CODE**

Action Code	Action Text	Reason Code for Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
Z1	Rehire	04	Extra Help/Seasonal	01	Within Range	ALL
Z1	Rehire	01	Rehire	13	No Salary Change	ALL
Z1	Rehire	02	Emergency Hire	13	No Salary Change	
Z1	Rehire	03	Nonparticipating Agency	13	No Salary Change	
Z1	Rehire	04	Extra Help/Seasonal	13	No Salary Change	
Z1	Rehire	06	No Break in Service	13	No Salary Change	
Z1	Rehire	08	Reinstatement	13	No Salary Change	
Z1	Rehire	09	Reduction in Force (RIF)	13	No Salary Change	
Z1	Rehire	01	Rehire	42	Unclassified Current	ALL
Z1	Rehire	02	Emergency Hire	42	Unclassified Current	
Z1	Rehire	03	Nonparticipating Agency	42	Unclassified Current	
Z1	Rehire	06	No Break in Service	42	Unclassified Current	
Z1	Rehire	08	Reinstatement	42	Unclassified Current	
Z1	Rehire	09	Reduction in Force (RIF)	42	Unclassified Current	

## Re-employment of Retiree Action

Actions	Reason Code Descriptions
<p><b>REEMPLOYMENT OF RETIREE</b></p> <p><b>Code: Z6</b></p> <p>This action is used for the reemployment of a retiree, previously entered in AASIS.</p> <p>In the case of a <b>job share</b> situation, be sure to indicate the percentage of time the employee works in the position on <b>Planned Working Time (IT0007)</b>. Verify that the work schedule rule is correct.</p> <p><b>Note:</b> Former employees who retired from state government pursuant to Act 187 of 1987 (the Early Retirement Incentive Program) may not be reemployed by a state agency, institution, board, or commission for a minimum of 180 days.</p>	<p><b>01 Rehire</b> Reemployment of a retiree previously entered in AASIS.</p> <p><b>02 Emergency Hire</b> <b>Must be approved by OPM/Class and Comp.</b> Use this reason code only when OPM/Class and Comp has approved the agency's emergency hire request. This is the reemployment of a retiree as an emergency hire, previously entered in AASIS.</p> <p><b>03 Nonparticipating</b> Reemployment of a retiree previously entered in AASIS, whose last position was in a non-participating agency.</p> <p><b>04 Extra-Help/Seasonal</b> Reemployment of a retiree into an extra-help or seasonal position, previously entered in AASIS.</p> <p><b>05 Special Admin</b> <b>Must be approved by OPM/Class and Comp.</b> When OPM/Class and Comp approves the position to be paid below the job classification minimum hourly rate or above the maximum or career hourly rate.</p>

### RE-EMPLOYMENT OF RETIREE MATRIX SORTED BY BASIC PAY REASON CODE

Action Code	Action Text	Reason Code for Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
Z6	Reemployment of Retiree	04	Extra Help/Seasonal	01	Within Range	ALL
Z6	Reemployment of Retiree	05	Special Admin	01	Within Range	
Z6	Reemployment of Retiree	01	Rehire	13	No Salary Change	ALL
Z6	Reemployment of Retiree	02	Emergency Hire	13	No Salary Change	
Z6	Reemployment of Retiree	03	Nonparticipating	13	No Salary Change	
Z6	Reemployment of Retiree	04	Extra Help/Seasonal	13	No Salary Change	

Action Code	Action Text	Reason Code for Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
Z6	Reemployment of Retiree	01	Rehire	42	Unclassified Current	ALL
Z6	Reemployment of Retiree	02	Emergency Hire	42	Unclassified Current	
Z6	Reemployment of Retiree	03	Nonparticipating	42	Unclassified Current	

### Change in Pay/Position Action

Actions	Reason Code Descriptions
<p><b>Change in Pay/Position Attributes</b></p> <p><b>Code: Z4</b></p> <p>In the case of changes to the personnel area/subarea or the employee group/subgroup on the <b>Organizational Assignment (IT0001)</b> record, one must first request corresponding changes to the position and job record. Using this action updates the employee master data for the above-mentioned organizational change.</p>	<p><b>03 Adjustment/Correction</b>  <b>(For OPM use only).</b> When an adjustment or correction is made to an employee's other than salary.</p> <p><b>05 Personnel area/subarea change</b>  When a change is made to the Personnel area or subarea on the position.</p> <p><b>06 Employee group/subgroup change</b>  When a change is made to the employee group or subgroup on the position.</p> <p><b>07 Time Percentage Adjustment</b>  When an employment percentage changes from full-time to part-time or vice-versa.</p> <p><b>08 Reduction in Work Hours</b>  When an employee's work hours are reduced.</p> <p><b>12 Agency Merger</b>  <b>(For OPM use only).</b> When employee(s) merge into a different Business Area by Legislation.</p>

### CHANGE IN PAY/POSN ATTRIBUTES MATRIX SORTED BY BASIC PAY REASON CODE

Action Code	Action Text	Reason Code for Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
Z4	Change in Pay/Position Attributes	07	Time Percentage Adjustment	01	Within Range	ALL
Z4	Change in Pay/Position Attributes	08	Reduction in Work Hours	01	Within Range	



Action Code	Action Text	Reason Code for Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
Z4	Change in Pay/Position Attributes	03	Adjustment/Correction	13	No Salary Change	For OPM use only
Z4	Change in Pay/Position Attributes	05	Personnel Area/subarea change	13	No Salary Change	ALL
Z4	Change in Pay/Position Attributes	06	Employee group/subgroup change	13	No Salary Change	ALL
Z4	Change in Pay/Position Attributes	12	Agency Merger	13	No Salary Change	For OPM use only

## Transfer Action

Actions	Reason Code Descriptions
<p><b>TRANSFER</b></p> <p><b>Code: Z3</b></p> <p>The transfer action is used when a current employee in AASIS transfers within or across participating agencies.</p> <p>The transfer action is also used when a current employee in AASIS is going from one pay table to another or within the same pay table.</p> <p><b>Note:</b> If an employee transfers across agencies, OPM/State Payroll must process the transfer action.</p> <p>In the case of a <b>job share</b> situation, be sure to indicate the percentage of time the employee works in the position on <b>Planned Working Time (IT0007)</b>. Verify that the work schedule rule is correct.</p>	<p><b>02 Unclassified/Classified</b> Refers to the movement, within AASIS, of an employee from a non-classified to a classified position.</p> <p><b>03 Classified/Unclassified</b> Refers to the movement, within AASIS, of an employee from a classified to a non-classified position.</p> <p><b>04 Extra-Help to Regular/Hourly</b> Refers to the movement, within AASIS, of an employee from an extra-help position to a regular or hourly position.</p> <p><b>05 Regular/Hourly to Extra-Help</b> Refers to the movement of an employee from a regular or hourly position into an extra-help position within AASIS.</p> <p><b>06 To Acting Status</b> Refers to an employee being placed in a regular or hourly position as "acting status."</p> <p><b>07 From Acting Status</b> Refers to an employee being returned to a regular or hourly position from an "acting status" position.</p> <p><b>08 Reorganization</b> Refers to the movement of an employee into another position due to reorganization of an agency.</p> <p><b>09 Reclassification</b> Refers to the movement of an employee into another position due to a reclassification.</p> <p><b>10 Special Admin (Must be approved by OPM/Class and Comp)</b> When approved the position can be paid below the job classification minimum or above the maximum hourly rate.</p> <p><b>11 Unclassified/Unclassified</b> Refers to the movement, within AASIS, of an employee from one non-classified to another non-classified position.</p> <p><b>12 Extra-Help/Extra-Help</b> Refers to the movement, within AASIS, of an employee from one extra-help position to another extra-help position.</p> <p><b>15 Same Pay Table</b> Refers to the movement, within AASIS, of an employee within the same pay table.</p> <p><b>16 Between Pay Table</b> Refers to the movement, within AASIS, of an employee across pay tables.</p>

**TRANSFER MATRIX SORTED BY BASIC PAY REASON CODE**

Action Code	Action Text	Reason Code Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
Z3	Transfer	02	Unclassified/Classified	01	Within Range	ALL
Z3	Transfer	04	Extra Help To Regular/Hourly	01	Within Range	ALL
Z3	Transfer	05	Regular/Hourly To Extra Help	01	Within Range	
Z3	Transfer	06	To Acting Status	01	Within Range	
Z3	Transfer	07	From Acting Status	01	Within Range	
Z3	Transfer	10	Special Admin	01	Within Range	
Z3	Transfer	12	Extra Help / Extra Help	01	Within Range	
Z3	Transfer	16	Between Pay Tables	01	Within Range	
Z3	Transfer	02	Unclassified/Classified	13	No Salary Change	ALL
Z3	Transfer	08	Reorganization	13	No Salary Change	
Z3	Transfer	09	Reclassification	13	No Salary Change	
Z3	Transfer	12	Extra Help / Extra Help	13	No Salary Change	
Z3	Transfer	15	Same Pay Table	13	No Salary Change	ALL
Z3	Transfer	16	Between Pay Table	13	No Salary Change	ALL
Z3	Transfer	03	Classified/Unclassified	42	Unclassified Current	ALL
Z3	Transfer	11	Unclassified/Unclassified	42	Unclassified Current	

**Promotion/Demotion Action**

Actions	Reason Code Descriptions
<b>Promotion/Demotion</b>  <b>Code: ZU</b>	<b>03 Promotion Up to 10%</b> When an employee is promoted into a new position of a higher grade.  <b>04 Demotion – Voluntary</b> When an employee voluntarily moves to a position of a lower grade.  <b>05 Demotion – Involuntary</b> When an employee involuntarily moves to a position of a lower grade.

**PROMOTION/DEMOTION MATRIX SORTED BY BASIC PAY REASON CODE**

Action Code	Action Text	Reason Code Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
ZU	Promotion/Demotion	03	Promotion Up to 10%	01	Within Range	ALL
ZU	Promotion/Demotion	04	Demotion – Voluntary	01	Within Range	ALL
ZU	Promotion/Demotion	05	Demotion – Involuntary	01	Within Range	ALL
Action Code	Action Text	Reason Code Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
ZU	Promotion/Demotion	04	Demotion – Voluntary	13	No Salary Change	ALL
ZU	Promotion/Demotion	05	Demotion – Involuntary	13	No Salary Change	ALL

**Change in Status Actions**

**LWOP (Leave Without Pay) – Inactive Status**

Actions	Reason Code Descriptions
LWOP – Inactive Status  Code: ZC	<p><b>01 Disciplinary Leave</b> When an employee is placed on leave without pay due to a disciplinary action.</p> <p><b>02 Non-Disciplinary Leave</b> When an employee is placed on regular leave without pay.</p> <p><b>03 Workers' Compensation</b> When an employee is placed on Worker's Compensation benefits for an extended period.</p> <p><b>04 Extended Military</b> When an employee is placed on military leave, excluding annual training.</p>

Action Code	Action Text	Reason Code Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
ZC	LWOP – Inactive Status	01	Disciplinary Leave	N/A	N/A	ALL
ZC	LWOP – Inactive Status	02	Non-Disciplinary Leave	N/A	N/A	ALL
ZC	LWOP – Inactive Status	03	Workers' Compensation	N/A	N/A	ALL

Action Code	Action Text	Reason Code Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
ZC	LWOP – Inactive Status	04	Extended Military	N/A	N/A	ALL

### Return from Leave

Actions	Reason Code Descriptions
Return from Leave Code: ZD	<b>01 Return from Leave</b> When employment status changes from inactive to active.

Action Code	Action Text	Reason Code Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
ZD	Return from Leave	01	Return from Leave	N/A	N/A	ALL

### DROP

Actions	Reason Code Descriptions
DROP Code Z8	<b>01 DROP (Deferred Retirement Option Plan)</b> When an employee indicates his or her enrollment in the plan.

Action Code	Action Text	Reason Code Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
Z8	DROP	01	DROP	N/A	N/A	ALL

### Retirement Action

Actions	Reason Code Descriptions
Retirement Code: Z7	<b>01 Retirement</b> When an employee indicates retirement as a reason for termination.  <b>02 Early Retirement</b> When an employee indicates early retirement as a reason for termination.

Action Code	Action Text	Reason Code Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
Z7	Retirement	01	Retirement	N/A	N/A	ALL
Z7	Retirement	02	Early Retirement	N/A	N/A	ALL

## Termination Action

Actions	Reason Code Descriptions
<p>Termination</p> <p>Code: Z5</p>	<p><b>01 Voluntary</b> When an employee voluntarily terminates employment.</p> <p><b>02 Involuntary</b> When an employee is involuntarily terminated from employment.</p> <p><b>03 Seasonal/Temporary</b> When an employee occupies a seasonal or temporary position and is terminated from employment in that position.</p> <p><b>04 No Reason Given</b> When an employee does not submit any reason for termination.</p> <p><b>05 Management Conflict</b> When an employee indicates termination is due to a conflict with management.</p> <p><b>06 Probationary Period</b> When an employee is terminated during a probationary period.</p> <p><b>07 Career Opportunity</b> When an employee indicates termination is due to a career opportunity.</p> <p><b>08 Military</b> When an employee indicates termination is due to military reasons.</p> <p><b>09 Health Reasons – Self</b> When an employee indicates termination is due to health reasons related to him or herself.</p> <p><b>10 Health Reasons – Family</b> When an employee indicates termination is due to health reasons related to a family member.</p> <p><b>11 Education/Retraining</b> When an employee indicates termination is due to education or retraining purposes.</p> <p><b>12 Relocation</b> When an employee indicates termination is due to relocation.</p> <p><b>13 Nonparticipating Agency</b> When an employee indicates termination is due to new employment in a non-participating agency.</p>

Actions	Reason Code Descriptions
<p>Terminations (con't)</p> <p>Code: Z5</p>	<p><b>14 Limited Advancement</b> When an employee indicates termination is due to limited advancement.</p> <p><b>15 Insufficient Pay or Benefits</b> When an employee indicates termination is due to insufficient pay or benefits.</p> <p><b>16 Working Conditions</b> When an employee indicates termination is due to insufficient pay or benefits.</p> <p><b>17 Unsatisfactory Job Performance</b> When an employee unsatisfactorily performs his or her job duties.</p> <p><b>18 Non-Reappointment</b> When an employee is not re-appointed to his or her position.</p> <p><b>19 Death or Employee</b> When an employee is deceased.</p> <p><b>20 Reduction in Force (RIF)</b> When a reduction in force occurs.</p> <p><b>21 Gross Misconduct</b> When gross misconduct is the reason for termination.</p> <p><b>22 Decline Job Offer</b> When an employee does not accept a job opportunity.</p> <p><b>23 Reorganization</b> When the position ends due to agency reorganization.</p>

### Concurrent Employment Action

Actions	Reason Code Descriptions
<p><b>Concurrent Employment (OPM Use Only)</b></p> <p>Code: ZH</p> <p>When an employee is currently in AASIS and is being placed in concurrent employment with no change in the primary employer.</p>	<p><b>01 Secondary employment</b> Secondary employment is when an employee has a second position within AASIS.</p> <p><b>02 Special Admin (Must be approved by OPM/Class and Comp)</b> Use this reason code only when OPM has approved the position to be paid below the job classification minimum hourly rate or above the maximum or career hourly rate.</p>

## Terminate Concurrent Employment Action

Actions	Reason Code Descriptions
<p><b>Terminate Concurrent Employment</b> <b>(OPM Use Only)</b></p> <p><b>Code: Z0</b></p>	<p><b>01 Voluntary</b> When an employee voluntarily terminates concurrent employment.</p> <p><b>02 Involuntary</b> When an employee is involuntarily terminated from concurrent employment.</p> <p><b>03 Seasonal/Temporary</b> When an employee occupies a seasonal or temporary position and is terminated from concurrent employment in that position.</p> <p><b>04 Special Admin (Must be approved by OPM/Class and Comp)</b> Use this reason code only when OPM/Class and Comp has approved the position to be paid below the job classification minimum hourly rate or above the maximum or career hourly rate.</p>

## Concurrent Employment Primary Change Action

Actions	Reason Code Descriptions
<p><b>Concurrent Employment</b> <b>(OPM Use Only)</b> <b>Code: ZT</b></p> <p>When an employee is currently in AASIS and is being placed in concurrent employment with change in the primary employer.</p>	<p><b>01 Secondary employment</b> Secondary employment is when an employee has a second position within AASIS.</p> <p><b>02 Special Admin (Must be approved by OPM/Class and Comp)</b> Use this reason code only when OPM/Class and Comp has approved the position to be paid below the job classification minimum hourly rate or above the maximum or career hourly rate.</p>

## Salary Increase Action

Actions	Reason Code Descriptions
<p><b>Salary Increase</b></p> <p><b>Code: YG</b></p> <p><b>The Salary Increase action can only be processed by OPM (Office of Personnel Management).</b></p>	<p><b>01 LMR (Labor Market Rate)</b> This code is to be used to pay at a special rate of pay which has been established by OPM based on the prevailing labor market rates. <b>Note: Subject to the Agency's ability to certify it has the funding.</b></p> <p><b>02 EWQ Agy Director Discr to 15%</b> This code requires an agency director's approval and is to be used to pay up to 15% above the job classification minimum hourly rate for an employee who has been deemed exceptionally well qualified. <b>Note: Subject to the Agency's ability to certify it has the funding</b></p>



Actions	Reason Code Descriptions
	<p><b>03 EWQ OPM Discretion Up to 30%</b>  This code requires OPM approval and is to be used to pay up to 30% above the job classification minimum hourly rate for an employee who has been deemed exceptionally well qualified. <b>Note: Subject to the Agency’s ability to certify it has the funding.</b></p> <p><b>04 EWQ Pers Comm Discr (uptoMax)</b>  This code requires approval by the Personnel Committee and is to be used to pay up to the maximum of the job classification for an employee who has been deemed exceptionally well qualified. <b>Note: Subject to the Agency’s ability to certify it has the funding.</b></p> <p><b>05 Governor’s Discretion</b>  This code is to be used for a salary increase based on the Governor’s approval.</p> <p><b>06 Director Discr Reten Up to 10%</b>  Use this reason code to retain current employees (up to 10%). <b>Note: Subject to the Agency’s ability to certify it has the funding.</b></p> <p><b>07 Director Discr Add DutyUpto10%</b>  Use this reason code (up to 10%) when additional duties are assigned to current employees beyond the normal duties. <b>Note: Subject to the Agency’s ability to certify it has the funding.</b></p> <p><b>08 Unclassified Pay Increase</b>  To be used for salary increases for unclassified job classifications. May be increased up to the line-item maximum.</p> <p><b>09 Special Admin</b>  Use this reason code only when OPM has approved the position to be paid below the job classification minimum hourly rate or above the maximum or career hourly rate.</p> <p><b>10 Differential Pay</b>  Additional pay authorized under provisions of the Classification/Compensation Act.</p> <p><b>11 Grid</b>  (For OPM Use Only) When a change in pay is based on an approved salary grid plan. <b>Note: Subject to the Agency’s ability to certify it has the funding.</b></p> <p><b>12 OPM Differential</b>  A salary differential approved by OPM for specific agency purposes. <b>Note: Subject to the Agency’s ability to certify it has the funding.</b></p>

**SALARY INCREASE MATRIX SORTED BY BASIC PAY REASON CODE**

Action Code	Action Text	Reason Code for Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
YG	Salary Increase	05	Governor's Discretion	01	Within Range	For OPM use only
YG	Salary Increase	06	Director Discr Rent Up to 10%	01	Within Range	For OPM use only
YG	Salary Increase	07	Director Discr Add DutyUpto10%	01	Within Range	For OPM use only
YG	Salary Increase	09	Special Admin	01	Within Range	For OPM use only
YG	Salary Increase	10	Differential Pay	01	Within Range	
YG	Salary Increase	11	Grid	01	Within Range	
YG	Salary Increase	12	OPM Differential	01	Within Range	
YG	Salary Increase	02	EWQ Agy Director Discr to 15%	40	EWQ Current	For OPM use only
YG	Salary Increase	03	EWQ OPM Discr Upto 30%	40	Within Range	For OPM use only
YG	Salary Increase	04	EWQ Pers Comm Discr (uptoMax)	40	Within Range	
YG	Salary Increase	01	LMR	41	LRM Current	For OPM use only
YG	Salary Increase	08	Unclassified Salary Increase	42	Unclassified Current	For OPM use only

## Salary Decrease Action

Actions	Reason Code Descriptions
<b>Salary Decrease</b>  <b>Code: YH</b>  <b>The Salary Decrease action can only be processed by OPM (Office of Personnel Management).</b>	<b>01 Classified Salary Decrease</b> Decrease in salary for classified positions  <b>02 Unclassified Salary Decrease</b> Decrease in salary for unclassified positions

Action Code	Action Text	Reason Code for Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
YH	Salary Decrease	01	Classified Salary Decrease	01	Within Range	For OPM use only
YH	Salary Decrease	09	Special Admin	01	Within Range	
YH	Salary Decrease	02	Unclassified Salary Decrease	42	Unclassified Current	For OPM use only

## Adjustment Correction Action

Actions	Reason Code Descriptions
<b>Adjustment Correction</b>  <b>Code: YI</b>  <b>Note: The Adjustment Correction Action can only be processed by OPM (Office of Personnel Management).</b>	<b>01 Adjustment to Salary (For OPM Use Only)</b> To be used when the employee's salary was processed incorrectly.

Action Code	Action Text	Reason Code for Action	Reason Text for Action	Reason Code Basic Pay	Reason Text for Basic Pay	Agency
YI	Adjustment/Correction	01	Adjustment to Salary	01	Within Range	For OPM use only
YI	Adjustment/Correction	09	Special Admin	01	Within Range	

## Basic Pay (Infotype 0008)

Data entry on Basic Pay (IT0008) triggers salary edits. Based on the PA40 action, the action reason on Actions (IT0000), and the reason code on Basic Pay (IT0008), the salary and hourly rate defaults and the infotype is saved. The reason code used on Basic Pay (IT0008) must correspond with the reason code used on Actions (IT0000). Basic Pay reason codes that are no longer valid will be marked “NLV” after the corresponding text.

The following reason codes are available on Basic Pay (IT0008).

### 01 – Within Range

This is valid when hiring an employee in an extra-help position, performing change in pay actions, and transferring between positions.

### 13 – No Salary Change

No change in salary is allowed. When a rehire action is performed and salary needs to be adjusted, OPM will make the change.

### 37 – New Hire Entry

New hire in a career-level position come in at the entry salary level. Validates the salary or hourly rate to be entry-level for the position.

### 40 – EWQ (Exceptionally Well Qualified) Current - For OPM use only.

Verifies the salary or hourly rate to be within the approved range for an exceptionally well-qualified employee. All EWQ's must have OPM/Class and Comp approval.

### 41 - LMR (Labor Market Rate) Current - For OPM use only.

Verifies the salary or hourly rate to be equal to the approved labor market rate for the classification. All LMR's must have OPM/Class and Comp approval.

### 42 – Unclassified Salary Change Current

When hiring or changing the pay of an employee in an unclassified position, the salary or hourly rate is to be in the range of zero to line-item maximum.

## Personnel Areas (Agency & Location)

Personnel areas are four-digit alphanumeric codes. The first two digits represent the agency, and the next two sequential digits represent the location. For example, **FA01** represents DFA and its first physical location or building. For each agency with more than one location, a personnel area is designated for each location and is numbered sequentially, such as **FA01, FA02**, etc. The personnel areas for constitutional, legislative, and judicial agencies have a code starting with the letter “Z”.

## Personnel Sub-areas (Time & Leave Rules)

A personnel sub-area is identified by a four-digit alphanumeric code that indicates what type of leave and timekeeping rules are required for a given position.

Code	Description
<p><b>OAL1</b> (non-exempt)</p>	<ul style="list-style-type: none"> <li>• Eligible for overtime</li> <li>• FLSA Rule: Standard</li> <li>• Comp Bank maximum: 240 hours @ 1.5 &amp; 240 hours @ 1.0</li> <li>• Eligible for annual, sick, holiday, and birthday leave</li> </ul>
<p><b>OAL2</b> (non-exempt extra-help employees)</p>	<ul style="list-style-type: none"> <li>• Eligible for overtime</li> <li>• FLSA Rule: Standard</li> <li>• Comp Bank maximum: 240 hours @ 1.5 &amp; 240 hours @ 1.0</li> <li>• Eligible for holiday and birthday leave</li> </ul>
<p><b>OAL3</b> (non-exempt teachers only)</p>	<ul style="list-style-type: none"> <li>• Eligible for overtime</li> <li>• FLSA Rule: Standard</li> <li>• Comp Bank maximum: 240 hours @ 1.5 &amp; 240 hours @ 1.0</li> <li>• Special leave processing – eligible for ten months of sick leave (August thru May), bank holidays, and birthday. This position does not accrue annual leave.</li> </ul>
<p><b>OAL4</b> (non-exempt)</p>	<ul style="list-style-type: none"> <li>• Eligible for overtime</li> <li>• FLSA Rule: Standard</li> <li>• Comp Bank maximum: 240 hours @ 1.5 &amp; 240 hours @ 1.0</li> <li>• Eligible for holiday</li> </ul>
<p><b>OCL1</b> (non-exempt)</p>	<ul style="list-style-type: none"> <li>• Eligible for overtime</li> <li>• FLSA Rule: 7K</li> <li>• Comp Bank maximum: 480 hours @ 1.5 &amp; 480 @ 1.0</li> <li>• Eligible for annual, sick, holiday, and birthday leave</li> </ul>
<p><b>OCL2</b> (non-exempt extra-help employees)</p>	<ul style="list-style-type: none"> <li>• Eligible for overtime</li> <li>• FLSA Rule: 7K</li> <li>• Comp Bank maximum: 480 hours @ 1.5 &amp; 480 hours @ 1.0</li> <li>• Eligible for holiday and birthday leave</li> </ul>
<p><b>OCL3</b> (non-exempt teachers only)</p>	<ul style="list-style-type: none"> <li>• Eligible for overtime</li> <li>• FLSA Rule: 7K</li> <li>• Comp Bank maximum: 480 hours @ 1.5 &amp; 480 hours @ 1.0</li> <li>• Special leave processing – eligible for ten months of sick leave (August thru May), bank holidays, and birthday. This position does not accrue annual leave.</li> </ul>
<p><b>NEL1</b> (exempt)</p>	<ul style="list-style-type: none"> <li>• Not eligible for overtime</li> <li>• Eligible for annual, sick, holiday, and birthday leave</li> </ul>
<p><b>NEL2</b> (exempt extra-help employees)</p>	<ul style="list-style-type: none"> <li>• Not eligible for overtime</li> <li>• Eligible for holiday and birthday leave</li> </ul>
<p><b>NEL3</b> (exempt teachers only)</p>	<ul style="list-style-type: none"> <li>• Not eligible for overtime</li> <li>• Special leave processing – eligible for ten months of sick leave (August thru May), bank holidays, and birthday. This position does not accrue annual leave.</li> </ul>
<p><b>NEL4</b> (exempt Constitutional, Legislative &amp; Judicial agencies only)</p>	<ul style="list-style-type: none"> <li>• Not eligible for overtime</li> <li>• No leave accounting</li> </ul>

## Employee Groups

Employee group is a one-digit numeric code that identifies the type of employee.

Code	Type	Description
1	Regular State Employee	Active state employee in a permanent position as defined by the Office of Personnel Management.
7	State Extra/Seasonal Employee	Active state employee authorized to work in an extra-help position less than 1,000 hours per year, unless allowed by special language in the appropriation act.

## Employee Sub-Groups

Employee sub-group is a two-digit alphanumeric code that further identifies the type of employee.

Code	Type	Description
U0	Hourly	Non-exempt extra-help employees and regular state employees in a bi-weekly pay period.
UB	Board or Comm Member	Board or commission member
UC	Uniformed Commissioned	Any person who is responsible for the prevention and detection of crime and the enforcement of criminal, traffic, or highway laws of the State of Arkansas. The employee must be certified by Arkansas Commission on Law Enforcement Standards and Training.
UE	Employee	Exempt regular state employee in a bi-weekly pay period.
UJ	Judges	Elected or appointed public officials with authority to hear and decide cases in a court of law.
UM	Miscellaneous	Used for military call-up and one-time payouts by OPM.
UN	Uniformed Non-commissioned	Civilian uniformed employees within an agency not required to be certified by Arkansas Commission on Law Enforcement Standards and Training.

## Work Contract

The **Contract** field can be changed on **Organizational Assignment (IT0001)** and is used to determine into which program grouping to place an employee for benefit eligibility. APERS (Arkansas Public

Employees Retirement System) retirement eligibility requirements specify that an employee must be hired with the intent of working at least 80 hours per month for 90 consecutive days.

Code	Code Text	Description
01	0-19 Hours	0 to 19 hours per week – extra-help and seasonal employees who work less than 20 hours a week. This may also apply for some regular employees as well. These employees do not qualify for retirement, health, or life benefits.
02	<80+HR/MO, 3MO	Less than 80 hours per month for 3 months – extra-help or seasonal employees who will work less than 20 hours per week. These employees do not qualify for retirement, health, or life benefits.
03	80+HR/MO, 3MO	80 hours or more per month for 3 months – extra-help and seasonal employees who work at least 80 hours per month for 3 months or more. These employees are eligible for retirement benefits.
04	1000 Hours/Year	1,000 hours per year – full-time and temporary employees who are eligible for retirement, health, and life benefits.
05	RehirRet <20 WK	Less than 20 hours per week – rehired retirees who retired in the same retirement plan of the hiring agency and work less than 20 hours per week. These employees are not eligible for retirement, health, or life benefits.
06	RehirRet 1000YR	1,000 hours per year – full-time rehired retirees who retired in the same retirement plan of the hiring agency who work 1,000 hours or more a year. These employees are eligible for enrollment in health and life plans. As of Jan 1, 2012, APERS retired employees who are rehired are enrolled in the APERS Rehire Retiree plan.
07	DROP <20 WK	Less than 20 hours per week – employees enrolled in the Deferred Retirement Option Plan who works less than 20 hours a week. These employees are not eligible for health or life benefits.
08	DROP 1000 YR	1,000 hours per year – full-time employees enrolled in the Deferred Retirement Option Plan who works 1,000 hours or more a year. These employees are eligible for enrollment in health and life plans. As of Jan 1, 2012, APERS employees enrolled in the DROP are now enrolled in the APERS DROP plan.
10	TRS Rehired Ret	Employees are Teacher Retirement System (TRS) rehired retirees. These employees are automatically enrolled in the TRS Rehired Retiree plan when this option is selected. These employees are eligible for health and life benefits.
11	TTFT 1000 hrs	Extra-help or part-time employees who transfer to full-time. These employees are eligible for health and life benefits.
12	Transfer to PT	Full-time employees who transfer to extra-help or part-time. These employees are eligible for health and life benefits.
13	RehireRet 80+HR	APERS retirees who are employed will be enrolled in the APERS Rehire Retiree plan. These employees are eligible for health and life benefits.

## Additional Time ID

### Exempt Employees

For all exempt employees, the **Additional Time ID** field should remain blank.

### Non-Exempt Employees

When creating an **Action** using transactions **PA40** or **PA42** for a non-exempt employee, use the table below to determine the applicable alphanumeric code to use in the **Additional Time ID** field on **Planned Working Time (IT0007)**.

If you cannot find your **Business Area**, use the code **C0** in the **Additional Time ID** field for all non-exempt employees.

Business Area	Additional Time ID Code
0053	C6
0063	C6
0080	C6
0228	C6
0261	C0
0311	C6
0338	C0
0350	C0
0355	C0
0375	C6
0385	C6
0390	C6
0400	C6
0425	C6
0450	C6
0470	C6
0480	C6
0485	C6
0500	C6
0510	C6
0513	C6
0590	C0
0610	C6
0612	C0
0613	C0
0615	C6
0630	C6
0631	C6
0645	C6
0710	C6
0810	C6
0914	C6



Business Area	Additional Time ID Code
0930	C6
0950	C0
0960	C6
0975	C6
0995	C6
9901	C0
9902	C0
9903	C6
9904	C0
9905	C0
9906	C6
9907	C0
9908	C0
9909	C0
9910	C0
9911	C0
9912	C0
9913	C0
9914	C0
9915	C0

## **Wage Types - Basic Pay/Differential**

### **1000 Hourly Rate**

Most used wage type. Defaults from the position. Most employees will have 1000 as their pay wage type.

### **1004 Geographical Differential**

A percentage payment in addition to the hourly rate for difficult-to-fill positions. Approval from OPM/Class and Comp is required.

### **1013 Extra Help Hourly**

Extra-help or seasonal employees in an extra-help or seasonal position. Defaults from the position. The agency must enter the hourly rate in the **Amount** field.

### **1016 Certification Differential**

Job-related, professional certifications for individual positions or for specific classifications within an agency or institution. **Approval from OPM/Class and Comp is required.**

### **1017 Educational Differential**

Employees who achieve a degree; **approved by OPM.**

### **1018 Hazardous Duty**

Positions requiring continuous hazardous or dangerous duties, including up to 12% for specific positions at a maximum-security unit. **Approval from OPM/Class and Comp is required.**

### **1019 OPM Differential**

A percentage payment in addition to the hourly rate for Other Differentials. **For OPM Use Only.**

### **1026 2nd Language Differential**

Employees demonstrating the ability to communicate in a language other than English, including American Sign Language. This applies to jobs requiring the specific language skill. **Requires approval from OPM/Class and Comp.**

### **1400 Hourly – Tips**

Must be used for tipped employees. For the employee to be paid with the appropriate hourly rate, the default wage type 1000, for hourly rate, must be deleted, and the wage type 1400 must be entered on **Basic Pay (IT0008)**. The agency must enter the hourly rate in the **Amount** field.

## Basic Pay Scale

The current pay structure is comprised of four separate pay tables which includes: General Salaries Pay Table, Information Technology Salaries Pay Table, Medical Professional Salaries Pay Table and Senior Executive Pay Table. These codes are found on transactions and reports relative to compensation. Therefore, it is vital that state users know the Pay Scale Type and Pay Scale Area code combinations and the descriptions for each.

Pay Scale Type	Pay Scale Area	Pay Scale Area Text	Designation
01 - Classified	01	State of Arkansas	Designates lump sum and emergency and non-emergency military.
02 - Non-Classified	01	State of Arkansas	Designates unclassified state and non-state employee, Board, or Commission Members. All "Q" job codes must be built on the job as 02-Non-Class / 01-State of AR.
	02	Special Admin Area	Designates unclassified "Q" job codes which are built on position only.
03-Extra Help	01	State of Arkansas	Designates extra-help.

## BENEFITS ADMINISTRATION

The Benefits Administration module maintains a portion of employee benefits such as miscellaneous plans, life insurance plans, savings plans, and flexible spending plans.

Use this section for Plans, Wage Types, B-Vendor, and other benefit codes.

Abbreviations used in this document may be identified in the key referenced below.

### Benefits Key Codes

Benefits Code	Benefits Name
AT	After tax or post tax
PT	Pre-tax
ASP or SP	Arkansas State Police
G&F	Game and Fish Commission
APERS	Arkansas Public Employees Retirement System
TRS	Teacher Retirement System

<b>ARP</b>	Alternate Retirement Plan
<b>AD&amp;D</b>	Accident Death and Dismemberment
<b>STD</b>	Short Term Disability
<b>LTS</b>	Long Term Disability
<b>LTD</b>	Long Term Care
<b>ASE</b>	Arkansas State Employee

## Benefit Plans - Codes and Wage Types

### Health Insurance Plans (Infotype 0167)

HEALTH INSURANCE PLANS (Infotype 0167)						
Plan Code	Plan Name	Wage Type	B-Vendor	Number of Deductions per year	Premium paid one month in advance	Wage type retro-calcs.
PP03	ASP Health Plan	n/a	n/a	n/a	n/a	n/a

### Miscellaneous Plans (Infotype 0377)

MISC. PLANS (Infotype 0377)						
Plan Code	Plan Name	Wage Type	B-Vendor	Number of Deductions per year	Premium paid one month in advance	Wage type retro-calcs.
ARB1	ARBENEFITS1 ASE	2722 (PT) 2724 (AT)	B484	24	No	Yes
ARB2	ARBENEFITS2 G&F	2723 (PT) 2724 (AT)	B484	24	No	Yes
ARB3	ARBENEFITS3 ASE	2722 (PT) 2724 (AT)	B484	Deducts any pay period	No	Yes
ARB4	ARBENEFITS4 G&F	2723 (PT) 2724 (AT)	B484	Deducts any pay period	No	Yes
ARB5	ARBENEFITS5 ASE Used for refunds	2722 (PT) 2724 (AT)	B484	Refunds any pay period	n/a	Yes
ARB6	ARBENEFITS6 G&F Used for refunds	2723 (PT) 2724 (AT)	B484	Refunds any pay period	n/a	Yes
DEN1	ARBENEFITS Dental ASE	2725 (PT) 2727 (AT)	B1566	24	No	Yes
DEN2	ARBENEFITS Dental G&F	2726 (PT) 2727 (AT)	B1566	24	No	Yes
DEN3	ARBENEFITS Dental ASE Used for refunds	2725 (PT) 2727 (AT)	B1566	Refunds any pay period	n/a	Yes
DEN4	ARBENEFITS Dental G&F Used for refunds	2726 (PT) 2727 (AT)	B1566	Refunds any pay period	n/a	Yes
VIS1	ARBENEFITS Vision ASE	2572 (PT) 2573 (AT)	B679	26	No	Yes, for refunds only
VIS2	ARBENEFITS Vision G&F	2681 (PT) 2682 (AT)	B679	26	No	Yes, for refunds only
VP01	AFLAC Cancer	2552 (PT) 2507 (AT)	B9	24	No	Yes, for refund only
VP02	AFLAC Hospital Indem	2578 (PT) 2522 (AT)	B9	24	No	Yes, for refund only
VP03	AFLAC Short Term Disability	2566 (PT) 2515 (AT)	B9	24	No	Yes, for refund only

<b>MISC. PLANS (Infotype 0377)</b>						
<b>Plan Code</b>	<b>Plan Name</b>	<b>Wage Type</b>	<b>B-Vendor</b>	<b>Number of Deductions per year</b>	<b>Premium paid one month in advance</b>	<b>Wage type retro-calc.</b>
VP04	Colonial Life Accident Ins	2580 PT 2506 AT	B12	24	No	Yes, for refund only
VP05	Colonial Life Critical Illness	2579 PT 2528 AT	B12	24	No	Yes, for refund only
VP06	Colonial Life Term	2581 AT	B12	24	No	Yes, for refund only
VP07	Colonial Life Universal	2583 AT	B12	24	No	Yes, for refund only
VP08	Colonial Life Whole	2582 AT	B12	24	No	Yes, for refund only
VP09	Humana vision ASE	2572 PT 2573 AT	B679	24	No	Yes, for refund only
VP10	Humana Vision G&F	2681 PT 2682 AT	B679	24	No	Yes, for refund only
VPCC	Colonial Life Cancer (Locked)	2556 PT 2511 AT	B12	24	No	Yes, for refund only
VPML	MetLife Whole (Locked)	2534 AT	B128	24	No	Yes, for refund only
VPMH	Manhattan Life Cancer	2588 (AT) 2587 (PT)	B1725	24	No	Yes, for refunds only
VPID	Identity Guard	2589 AT	B1722	24	No	Yes, for refunds only
VPMD	Manhattan Short Term Disability	2590 (AT)	B1725	24	No	Yes, for refunds only
VPTA	Transamerica Life Insurance	2591 (AT)	B12458	24	No	Yes, for refunds only

### Life Insurance Plans (Infotype 0168)

<b>LIFE INSURANCE PLANS (Infotype 0168)</b>						
<b>Plan Code</b>	<b>Plan Name</b>	<b>Wage Type</b>	<b>B-Vendor</b>	<b>Number of Deductions per year</b>	<b>Premium paid one month in advance</b>	<b>Wage type retro-calc.</b>
BD05	ASP Standard Dep Basic	2140 (AT)	B721	24	No	Yes
BE05	ASP Standard EE Basic	2139 (AT)	B721	24	No	Yes
BE15	CO Basic Life and AD&D ASE	n/a	B1822	0	n/a	n/a
BE16	CO Basic Life and AD&D G&F	n/a	B1822	0	n/a	n/a
BE17	CO Basic CTL AD&D ASE	2761 (PT) 2767 (AT)	B1822	24	No	Yes
BE18	CO Basic CTL AD&D G&F	2762(PT) 2767 (AT)	B1822	24	No	Yes

OD07	ASP Standard CH Opt	2143 (AT)	B721	24	No	Yes
LIFE INSURANCE PLANS (Infotype 0168)						
Plan Code	Plan Name	Wage Type	B-Vendor	Number of Deductions per year	Premium paid one month in advance	Wage type retro-calc.
OD06	ASP Standard SP Opt	2142 (AT)	B721	24	No	Yes
OD13	CO Spouse Term Life	2763 (AT)	B1822	24	No	Yes
OD14	CO Child Term Life	2764 (AT)	B1822	24	No	Yes
OE06	ASP Standard EE Opt	2141 (AT)	B721	24	No	Yes
OE14	CO Opt EE Life Pre-Tax ASE	2765 (PT) 2768 (AT)	B1822	24	No	Yes
OE15	CO Opt EE Life Pre-Tax G&F	2766 (PT) 2768 (AT)	B1822	24	No	Yes

### Savings Plans (Infotype 0169)

SAVINGS PLANS (Infotype 0169)							
<b>NOTE:</b> New employees hired at <b>Workforce Education</b> and <b>Vo-Techs</b> (Alternate Plans) have 6 months to choose a retirement plan.							
Plan Code	Plan Name	Wage Type	B-Vendor	Restricted to BusArea	Deducted every pay period	Percentage (%)	Wage type retro-calc
R101	APERS Non-Cont Locked	9339 ER	B25	See R102	Yes	ER 15.32	Yes
R102	APERS Contrib.	9331 ER 2031 (PT) EE	B25	All APERS agencies	Yes	ER 15.32  EE July 1, 2022 5.25% July 1, 2023 5.50% July 1, 2024 5.75% July 1, 2025 6.00% July 1, 2026 6.25% July 1, 2027 6.50% July 1, 2028 6.75%	Yes

## SAVINGS PLANS (Infotype 0169)

**NOTE:** New employees hired at **Workforce Education** and **Vo-Techs** (Alternate Plans) have 6 months to choose a retirement plan.

Plan Code	Plan Name	Wage Type	B-Vendor	Restricted to BusArea	Deducted every pay period	Percentage (%)	Wage type retro-calc
						July 1, 2029 7.00%	
R108	APERS Civ FF Non- Cont (ML19 & ML41)	9319 ER	B25	0975	Yes	ER 27.32	Yes
R109	APERS Civ FF Cont (ML19 & ML41)	9344 ER  2744 (PT) EE	B25	0975	Yes	ER 27.32  EE July 1, 2022 5.25% July 1, 2023 5.50% July 1, 2024 5.75% July 1, 2025 6.00% July 1, 2026 6.25% July 1, 2027 6.50% July 1, 2028 6.75% July 1, 2029 7.00%	Yes
R110	APERS DROP	9348 ER	B25	All APERS agencies	Yes	ER 15.32	Yes
R111	APERS Rehired Retiree	9349 ER	B25	All APERS agencies	Yes	ER 15.32	Yes
R112	APERS Leg Drop	9480 ER	B25	BA 0059, 0051 only	Yes	ER 15.32	Yes



## SAVINGS PLANS (Infotype 0169)

**NOTE:** New employees hired at **Workforce Education** and **Vo-Techs** (Alternate Plans) have 6 months to choose a retirement plan.

Plan Code	Plan Name	Wage Type	B-Vendor	Restricted to BusArea	Deducted every pay period	Percentage (%)	Wage type retro-calc
R113	APERS Leg Rehired Retiree	9481 ER	B25	BA0059, 0051 only	Yes	ER 15.32	Yes
R114	APERS Leg T3 Non-Contri Locked	9478 ER	B25	BA0059, 0051 only	Yes	ER 15.32 EE July 1, 2023 5.50% July 1, 2024 5.75% July 1, 2025 6.00% July 1, 2026 6.25% July 1, 2027 6.50% July 1, 2028 6.75% July 1, 2029 7.00% July 1, 2029 7.00%	Yes
R115	APERS LEG T3 Contri.	9479 ER 2979 EE	B25	BA0059, 0051 only	Yes	ER 15.32	Yes
R116	APERS Dist Jdg DROP	9482 ER	B25	BA0059, 0051 only	Yes	ER 15.32	Yes
R117	APERS Dist Jdg Rehired Retiree	9483 ER	B25	BA0059, 0051 only	Yes	ER 15.32	Yes
R118	APERS Dist Jdg Non-Contrib Locked	9484 ER	B25	BA0059, 0051 only	Yes	ER 15.32	Yes
R119	APERS Dist Jdg Cont	9493 ER	B25	BA0059, 0051 only	Yes	ER 15.32	Yes
R201	APERS-G&F T1 Non-Cont (wildlife officers)	9332	B25	0080	Yes	ER 27.32	Yes
R202	APERS-G&F T2 Non-Cont Locked (wildlife officers)	9369	B25	0080	Yes	ER 15.32	Yes
R301	ASPRS-T1 Locked	9333	B34	0960	Yes	ER 26.00	Yes
R302	ASPRS-T2	9334	B34	0960	Yes	ER 26.00	Yes
R303	ASPRS-T1 Drop ER	9350	B34	0960	Yes	ER 26.00	Yes

## SAVINGS PLANS (Infotype 0169)

**NOTE:** New employees hired at **Workforce Education** and **Vo-Techs** (Alternate Plans) have 6 months to choose a retirement plan.

Plan Code	Plan Name	Wage Type	B-Vendor	Restricted to BusArea	Deducted every pay period	Percentage (%)	Wage type retro-calc
R304	ASPRS-T2 Drop ER	9351	B34	0960	Yes	ER 26.00	Yes
R401	TRS Non-Cont	9337	B154	See R402	Yes	ER 14.75 (FY2022) ER 15.00 (FY2023)	Yes
R402	TRS Cont	9338 ER  2038 (PT) EE	B154	0264, 0375, 0500, 0510, 0513, 0516, 0520, 0534, 0552, 0582, 0590, 0700, 0790	Yes	ER 14.75 (FY2022) ER 15.00 (FY2023)  EE 6.75 (FY2022) EE 7.00 (FY2023)	Yes
R404	TRS T-DROP	9341 ER	B919	See R402	Yes	ER 14.75 (FY2022) ER 15.00 (FY2023)	Yes
R405	TRS Rehired Retiree ER Contr	9342 ER	B154	See R402	Yes	ER 14.75 (FY2022) ER 15.00 (FY2023)	Yes
R503	ARP TIAA/ CREF	9387 ER  2087 (PT) EE	B158	0520, 0534, 0552, 0582, 0590	Yes	ER 14.00  EE 6.00	Yes
R504	ARP Valic	9388 ER  2088 (PT) EE	B19	See R503	Yes	ER 15.75  EE 6.75	Yes
R701	ARP TIAA CREF Higher Ed	9397 ER  2097 (PT) EE	B611	0700	Yes	ER 10.00  EE 6.00	Yes
R901	AJRS T1B Contr. Locked	9485 ER 2985 EE	B431	0059, 0051 only	Yes	ER 12.00 EE 6.00	Yes
R902	AJRS T1B Non-Contr.	9486 ER	B431	0059, 0051 only	Yes	ER 12.00	Yes

## SAVINGS PLANS (Infotype 0169)

**NOTE:** New employees hired at **Workforce Education** and **Vo-Techs** (Alternate Plans) have 6 months to choose a retirement plan.

Plan Code	Plan Name	Wage Type	B-Vendor	Restricted to BusArea	Deducted every pay period	Percentage (%)	Wage type retro-calc
R903	AJRS-T1 Chief Non- Contr. Locked	9487 ER	B431	0059, 0051 only	Yes	ER 12.00	Yes
R904	AJRS-T1 Non Contr. Locked	9488 ER	B431	0059, 0051 only	Yes	ER 12.00	Yes
R905	AJRS-T2 Contr	9489 ER 2989 EE	B431	0059, 0051 only	Yes	ER 12.00 EE 5.00	Yes
R906	AJRS-T2 Chief Contr.	9492 ER	B431	0059, 0051 only	Yes	ER 12.00	Yes
R907	AJRS-T2 Chief Contr.	9490 ER 2990 EE	B431	0059, 0051 only	Yes	ER 12.00 EE 5.00	Yes
R908	ADJRS Contr. Locked	9491 ER 2991 ER	B431	0059, 0051 only	Yes	ER 67.13 ER 86.42% July 1, 2024 EE 5.00	Yes
R909	AJRS-T2 Chief Non- Contr.	9494	B431	0059, 0051 only	Yes	ER 12.00	Yes
D103	457 Arkansas Diamond Deferred Comp.	2042 (regular)  2923 (>than or = to 50 y/o).  *2923 (<than 3 yrs from retirement).	B722	All business areas	Yes	Yes	No
D104	457 Diamond ROTH Post- Tax	2144 (regular)  2944 (>than or = to 50 y/o).  *2944 (<than 3 yrs from retirement).	B722	All business areas	Yes	Yes	No
D201	403B-V TIAA/ CREF (VOL)	2096 (regular)  2936 (>than or = to 50 y/o).	B448	0264, 0375, 0500, 0510, 0513,	Yes ***	Yes	No

### SAVINGS PLANS (Infotype 0169)

**NOTE:** New employees hired at **Workforce Education** and **Vo-Techs** (Alternate Plans) have 6 months to choose a retirement plan.

Plan Code	Plan Name	Wage Type	B-Vendor	Restricted to BusArea	Deducted every pay period	Percentage (%)	Wage type retro-calc
	403B Deferred Comp.	*2926 (<than 3 years from retirement).		0516, 0520, 0534, 0552, 0582, 0590, 0700, 0790			
D202	403B-V Valic (VOL)  403B Deferred Comp.)	2078 (regular)  2939 (>than or = to 50 y/o.  *2929 (<than 3 yrs from retirement)	B19	See D201	Yes ***	Yes	No

### SAVINGS PLANS (Infotype 0169)

**NOTE:** New employees hired at **Workforce Education** and **Vo-Techs** (Alternate Plans) have 6 months to choose a retirement plan.

Plan Code	Plan Name	Wage Type	B-Vendor	Restricted to BusArea	Deducted every pay period	Percentage (%)	Wage type retro-calc
D209	403B-V MetLife  403B Deferred Comp.	2546 (regular)  2935 (>than or = to 50 y/o).  2925 (<than 3 yrs from retirement)	B451	See D201	Yes	Yes	No
HSA5	Conn UR Care DCAP	2796	B141	All except 0080	Yes	No	Yes
HSA6	Conn UR Care G&F	2798	B1759	0080	Yes	No	Yes

## Flexible Spending Account Deductions

Flexible Spending Account Deductions are processed as follows:

To determine eligibility date, refer to FBMC's eligibility requirements. For example, an employee is hired pp 6 2014, start date 3/02/14. The employee wants to contribute \$2,400 in the Medical Flex Spending Account plan. The employee is eligible for enrollment the 1<sup>st</sup> of the month following date of application. The employee signed their application on 3/7/14 and was approved. Therefore, the employee's start date would be 4/1/14 in the **Flexible Spending Account Infotype 0170** record.

To determine when the deductions will begin, refer to OPM's **Bi Weekly Schedule of Pay Periods/Fiscal Year** schedule. Look at the receive warrants date column. In this example, the start date on the **Flexible Spending Account Infotype 0170** is 4/1/14. This date falls after the receive warrant date of 3/21/14 for pay period 6 2014. Therefore, the deductions will start in pay period 7 2014.

To determine the deduction amount, take the annual pre-tax contribution and divide by the remaining pay periods in the calendar year = deduction per pay period. In this example, the employee's deductions will begin in pay period 7 2014. Counting pay period 7, there are 20 remaining pay periods in calendar year 2014. Divide the total deduction amount of \$2,400 by 20 = \$120.00. Thus, \$120.00 should be deducted for pay periods 7 thru 26 2014.

FLEXIBLE SPENDING ACCOUNT (IT0170)					
Plan Code	Plan Name	Wage Type	B-Vendor	Deducted every pay period	Wage type retro-calc
HC05	Flex Medical Spending Acct	2794	B141	Yes	Yes
HC02	Flex Medical Spending Acct G&F	2039	B33	Yes	Yes
HC06	Flex Medical Spending LTD HD	2795	B156	Yes	Yes
DC04	Flex Dependent Spending Acct	2793	B141	Yes	Yes
DC02	Flex Dependent Spending Acct G&F	2045	B33	Yes	Yes

## Recurring Payment Deductions (Infotype 0014)

RECURRING PAYMENTS DEDUCTIONS (Infotype 0014)					
Wage Type	Voluntary Product Name	Enrollment Cancellations	B-Vendor	Deducted every pay period	Wage type retro-calc
2198 (AT)	American Cancer Society	Anytime	B1473	Yes	No
2508 (AT)	G&F AFLAC Cancer	Anytime	B9	Yes	No
2519 (AT)	G&F AFLAC Heart & Stroke	Anytime	B9	Yes	No
2533 (AT)	G&F Life Ins of North America AD&D	Anytime	B125	Yes	No
2536 (AT)	National Guard American Equity	Anytime	B69	Yes	No
2537 (AT)	State Police Pan American	Anytime	B149	No (Deducts 24 pay periods)	No
2538 (AT)	State Police Reliance STD	Anytime	B150	No (Deducts 24 pay periods)	No
2542 (AT)	G&F American Fidelity LTD	Anytime	B11	Yes	No
2551 (PT)	G&F AFLAC AD&D	**	B9	Yes	No
2553 (PT)	G&F AFLAC Cancer	**	B9	Yes	No
2561 (PT)	G&F AFLAC Heart & Stroke	**	B9	Yes	No
2562 (PT)	G&F AFLAC Hospital	**	B9	Yes	No
2563 (PT)	G&F AFLAC Intensive Care	**	B9	Yes	No
2599 (AT)	SEBCO Insurance	Anytime	B29	Yes	No
2648 (PT)	G&F AFLAC Dental	**	B9	Yes	No
2652 (AT)	Pre-Paid Legal Services	Anytime	B139	Yes	Yes
2750 (PT)	TRS Buy Back	n/a	B154	n/a	No

## Additional Payments (Infotype 0015)

ADDITIONAL PAYMENTS (Infotype 0015)			
Wage Type	Plan Name	B-Vendor	Wage type retro-calc
2685	APERS Military ER Match	B25	No
2686	APERS Del Svc ER Match	B25	No
2687	APERS Interest-Del Svc	B25	No
2691	SP Military ER Match	B34	No
2692	SP Del Svc ER Match	B34	No
2693	SP Interest-Del Svc	B34	No

### Footnotes

#### FOOTNOTES:

**\* WAGE TYPES FOR LESS THAN 3 YEARS TO RETIREMENT:**

The wage types for less than 3 years from retirement are entered in Recurring Payments/Deductions (IT0014). These wage types are used for the three-year catch-up provision and require approval from the plan provider.

**\*\* ENROLLMENT:**

The employee can only be enrolled in this voluntary product as a New Hire or during Open Enrollment. Otherwise, there must be a qualifying event to make changes throughout the year.

**\*\*\* DEDUCTIONS:**

Deductions will continue until the maximum amount allowed is reached.

## General Benefits Information (Infotype 0171)

**General Benefits Information (IT0171)** records contain the employee's benefit area (State of Arkansas) and their 1st and 2nd Program Grouping. The 1st Program Grouping defines the type of employee, and the 2nd Program Grouping defines which types of benefits an employee is eligible to be enrolled.

The information in the 2nd program grouping is populated from the employee group, employee subgroup, and the work contract field of the **Organizational Assignment (IT0001)**. The cross references between the 1st and 2nd program groupings place each employee into a benefit group. Each member of a benefit group shares a common set of benefit plan options and eligibility criteria in the system.

### 1st Program Grouping

Code	Description
1000	ASE General – Arkansas State Employee
2000	G & F – Game and Fish
2100	G & F UC – Game and Fish Uniformed Commissioned
3000	ASP – Arkansas State Police
3100	ASP UC – Arkansas State Police Uniformed Commissioned
3200	ASP UNC – Arkansas State Police Uniformed Non-Commissioned
4000	Department of Education
5000	Career Education
8000	Higher Education
9000	Private Career Ed
1400	Military Department Civilian Firefighters

### 2nd Program Grouping

Code	Description
ALLB	All Benefits (Regular state employee – eligible for health, life, and retirement)
NOBN	No Benefits
RETI	Retirement Only
TRS	TRS rehired retiree
TTFT	Transfer full time
TTPT	Transfer part time



# TIME

The Time Management module includes AASIS rules matched against CATS and EASE Time Sheet entries, attendance/absence coding, absence quotas, and absence quota correcting.

## Work Schedule Rules

### Non-Exempt Employees

Non-exempt employees are entitled to paid overtime. (Fair Labor Standards Act)

Employees must be associated with a work schedule rule for timekeeping purposes. The work schedule rule is a required field for the employee on **Planned Working Time (IT0007)**. Below are your choices for the non-exempt employee. Holiday accruals are based on employment percentage and daily work hours assigned.

Work Schedule Rule	Work Schedule Rule Text	From	To
OP09	9hrs M-R 8-1stF 0-2ndF	00:00 00:00	24:00 24:00
OP12.25	Open Schedule 12.25 Hours	00:00	24:00
OP99	9hrs M-R 0-1stF 8-2ndF	00:00	24:00
OPEN08	Open Schedule 8 Hours	00:00	24:00
OPEN09	Open Schedule 9 Hours	00:00	24:00
OPEN10	Open Schedule 10 Hours	00:00	24:00
OPEN12	Open Schedule 12 Hours	00:00	24:00
OPEN24	Open Schedule 24 Hours	00:00	24:00

### Exempt Employees

Exempt employees are not entitled to paid overtime. (Fair Labor Standards Act)

Employees must be associated with a work schedule rule for timekeeping purposes. The work schedule rule is a required field for the employee on **Planned Working Time (IT0007)**. Below are your choices for an exempt employee.

Work Schedule Rule	Work Schedule Rule Text	From	To
FF09	9hrs M-R 8-1stF 0-2ndF	07:30 08:00	16:30 16:00
FF99	9hrs M-R 0-1stF 8-2ndF	07:30 08:00	16:30 16:00
FM01	4x10 Friday-Monday	08:00	18:00
FT01	5x8 Friday-Tuesday	08:00	16:00
MF01	5x8 Monday-Friday	08:00	16:00
MF02	4x8 Monday-Thursday 6 Friday	08:00 08:00	16:30 14:00
MF03	8.5 MT 9W 8.5R 5.5F	08:00 08:00 08:00 08:00	16:30 17:00 16:30 13:30
MF04	4x9 M-R 4 Friday	08:00 08:00	17:00 12:00

<b>Work Schedule Rule</b>	<b>Work Schedule Rule Text</b>	<b>From</b>	<b>To</b>
MR01	4x10 Monday-Thursday	08:00	18:00
MT01	4x10 MTUF	08:00	18:00
MTWF	4x10 Mon Tue Wed Fri	08:00	18:00
MWUF	4x10 Mon Wed Thu Fri	08:00	18:00
RM01	5x8 Thurs-Mon	08:00	16:00
RU01	12 Sat & Sun 8 Thurs & Fri	08:00 08:00	20:00 16:00
RU02	4x10 Thurs – Sun	08:00	18:00
SH01	Evening Shift **Break Time 18:00-19:00**	14:30	23:30
SH02	Night Shift **Break Time 04:00-05:00**	23:00	08:00
SPEC08	Special Exempt Shift 1	00:00	24:00
SPEC10	Special Exempt Shift 2	00:00	24:00
SP11.50	Special Exempt Shift 3	00:00	24:00
SPEC12	Special Exempt Shift 4	00:00	24:00
ST01	12 Sat-Sun, 8 Mon-Tues	08:00 08:00	20:00 16:00
ST02	4x10 Sat-Tues	08:00	18:00
SW01	5x8 Saturday – Wednesday	08:00	16:00
TF01	4X10 Tuesday – Friday	08:00	18:00
TS01	5x8 Tuesday – Saturday	08:00	16:00
UMWF	5x8 Sun-Mon Wed-Fri	08:00	16:00
UR01	5x8 Sunday – Thursday	08:00	16:00
UR02	6.5 U 8.5 M-W 8 R	08:00 08:00 08:00	14:30 16:30 16:00
UW01	4x10 Sun-Wed	08:00	18:00
UWF1	5X8 Sun-Wed, Friday	08:00	16:00
WS01	4x10 Wed-Sat	08:00	18:00
WU01	5x8 Wednesday-Sunday	08:00	16:00

## Daily Work Schedule Rules

Each workday is assigned a daily work schedule rule. Daily work schedule rules describe the structure of a day. The planned work hours and work times of each day are included in the work schedule rule.

Code	Description	Planned Hours	Work Start	Work End
10	10 Hours	10.00	08:00:00	18:00:00
12	12 Hours	12.00	08:00:00	20:00:00
4	4 Hours	4.00	08:00:00	12:00:00
4.5	4.5 Hours	4.50	08:00:00	12:30:00
5.5	5.5 Hours	5.50	08:00:00	13:30:00
6	6 Hours	6.00	08:00:00	14:00:00
6.5	6.5 Hours	6.50	08:00:00	14:30:00
7	7 Hours	7.00	08:00:00	15:00:00
8	8 Hours	8.00	08:00:00	16:00:00
8.5	8.5 Hours	8.50	08:00:00	16:30:00
8SP	8 hrs Fri-Fri	8.00	08:00:00	16:00:00
9	9 Hours	9.00	08:00:00	17:00:00
9SP	9 hrs Fri-Fri	9.00	07:30:00	16:30:00
DAY	00:00 – 24:00	8.00	08:00:00	16:00:00
OFF	Off Day	0.00	--	--
OPEN	00:00 – 24:00	24.00	00:00:00	24:00:00
OPSP	00-24 Fri-Fri	24.00	00:00:00	24:00:00
SHF1	1430-2330	8.00	14:30:00 19:00:00	18:00:00 23:30:00
SHF2	2300-0800	8.00	23:00:00 05:00:00	04:00:00 08:00:00

## Working Week

Each employee is assigned a default work week. Most work weeks are established at the position level and default into the employee's **Planned Working Time (IT0007)**.

Code	Description
70	7K Fire Protection – 7 day
77	7K Fire Protection – 14 day
91	7K Fire Protection – 28 day
40	7K Law Enforcement – 7 day
47	7K Law Enforcement – 14 day
61	7K Law Enforcement – 28 day
07	Friday 12:00 to Friday 12:00
01	Sunday to Saturday (Standard employees have this schedule.)

## CATS/EASE Attendance and Absence Types

### Attendance Types

Type	Definition
ATHL	Holiday Hours Worked. Exempt Employees Only – Employee not eligible for holiday but works on the holiday.
ATTN	Attendance Hours Worked. Also use for Non-Exempt employee who worked a holiday.
OFST	Off-Site Hours Worked
TRNG	Training
WKHL	Worked Holiday. (Exempt employees only)

### Absence Types

Absence Type	Absence Description	Absence Quota	Absence Quota (Leave Affected)
ADMP	Administrative Leave	---	NA
ADMU	Administrative Leave LWOP	---	NA
ANNL	Annual Leave	01	Annual Leave
BMPD	1270 Leave	---	NA
CACG	Civil Air/Coast Guard	---	NA
CATL	Catastrophic Leave	08	Catastrophic Leave
CATM	Catastrophic Leave Maternity	08	Catastrophic Leave
CEAL	Child Education Activities Leave	---	NA
CNJL	Court and Jury Leave	---	NA

<b>Absence Type</b>	<b>Absence Description</b>	<b>Absence Quota</b>	<b>Absence Quota (Leave Affected)</b>
CP10	Compensatory Time 1.0	15	Compensatory Time @ 1.0x
CP15	Compensatory Time 1.5	16	Compensatory Time @ 1.5x
DISP	Disciplinary Leave LWOP	---	NA
DSTR	Disaster Leave	09	Disaster Service Leave
EDUN	Education Leave LWOP	---	NA
EDUP	Education Leave	---	NA
EMBD	Employee Birthday	07	Birthday Leave
FC10	FML Mil Caregiver Comp 1.0	15 10	Compensatory Time @ 1.0x & Family Medical Leave
FC15	FML Mil Caregiver Comp 1.5	16 10	Compensatory Time @ 1.5x & Family Medical Leave
FC7K	FML Mil Caregiver 7K Gap	14 10	7K Exemption Gap Hours & Family Medical Leave
FE10	FML Exigency Comp 1.0	15 10	Compensatory Time @ 1.0x & Family Medical Leave
FE15	FML Exigency Comp 1.5	16 10	Compensatory Time @ 1.5x & Family Medical Leave
FE7K	FML Exigency 7K Gap Hours	14 10	7K Exemption Gap Hours & Family Medical Leave
FM10	FML Compensatory Leave 1.0	15 10	Compensatory Time @ 1.0x & Family Medical Leave
FM15	FML Compensatory Leave 1.5	16 10	Compensatory Time @ 1.5x & Family Medical Leave
FM7K	FML 7K Exemption Gap Hours	14 10	7K Exemption Gap Hours & Family Medical Leave
FMCA	FML Mil Caregiver Annual	01 10	Annual Leave & Family Medical Leave
FMCB	FML Mil Caregiver Birthday	07 10	Birthday Leave & Family Medical Leave
FMCH	FML Mil Caregiver Holiday	05 10	Holiday Leave & Family Medical Leave
FMCL	FML Mil Caregiver LWOP	10	Family Medical Leave
FMCS	FML Mil Caregiver Sick	02 10	Sick Leave & Family Medical Leave
FMCT	FML Mil Caregiver CAT Leave	08 10	Catastrophic Leave & Family Medical Leave
FMEA	FML Exigency Annual	01 10	Annual Leave & Family Medical Leave
FMEB	FML Exigency Birthday	07 10	Birthday Leave & Family Medical Leave
FMEH	FML Exigency Holiday	05 10	Holiday Leave & Family Medical Leave
FMEL	FML Exigency LWOP	10	Family Medical Leave
FMES	FML Exigency Sick	02 10	Sick Leave & Family Medical Leave
FMET	FML Exigency CAT Leave	08 10	Catastrophic Leave & Family Medical Leave

Absence Type	Absence Description	Absence Quota	Absence Quota (Leave Affected)
FMLB	Family Medical Birthday	07 10	Birthday Leave & Family Medical Leave
FMLA	Family Medical Annual	01 10	Annual Leave Family Medical Leave
<b>FMLF</b>	FML Foster Leave	21	Foster Leave
FMLH	Family Medical Holiday	05 10	Holiday Leave & Family Medical Leave
FMLL	Family Medical LWOP	10	Family Medical Leave
FMLS	Family Medical Sick	02 10	Sick Leave Family Medical Leave
FMLT	Family Medical CAT Leave	08 10	Catastrophic Leave Family Medical Leave
FMMC	Family Medical Maternity CAT Leave	08 10	Catastrophic Leave Family Medical Leave
<b>FOST</b>	Foster Leave	21	Foster Leave
<b>FURL</b>	Furlough Leave LWOP	---	N/A
GH7K	7K Exemption Gap Hours	14	7K Exemption Gap Hours
HELP	Healthy Lifestyle Program	---	NA
HLDY	Holiday Leave	05	Holiday Leave
INCL	Inclement Weather	---	NA
LWOP	Leave Without Pay	---	NA
MC10	Military Leave Comp 1.0	15	Compensatory Time @ 1.0x
MC15	Military Leave Comp 1.5	16	Compensatory Time @ 1.5x
MILA	Military Leave Annual	01	Annual Leave
MILD	Military Leave Disability	---	NA
MILH	Military Leave Holiday	05	Holiday Leave
MILL	Military Leave LWOP	---	NA
MILV	Military Leave	06	Military Leave
<b>ML7K</b>	Military Leave 7K Gap Hrs	14	7K Exemption Gap Hours
ODPD	1272 Leave	---	NA
PROL	Governor Proclaimed Leave	---	NA
SCHL	School Closing	---	NA
<b>SICK</b>	Sick/Illness	02	Sick Leave
<b>WC10</b>	Workers Comp Comp 1.0	15	Compensatory Time @ 1.0x
<b>WC15</b>	Workers Comp Comp 1.5	16	Compensatory Time @ 1.5x
<b>WC7K</b>	Workers Comp 7K Gap Hrs	14	7K Exemption Gap Hours
WCFA	Workers' Comp/FML Annual	01 10	Annual Leave & Family Medical Leave
WCFB	Workers' Comp/FML Birthday	07 10	Birthday Leave & Family Medical Leave
WCFH	Workers' Comp/FML Holiday	05 10	Holiday Leave & Family Medical Leave
WCFL	Workers' Comp/FML LWOP	10	Family Medical Leave

Absence Type	Absence Description	Absence Quota	Absence Quota (Leave Affected)
WCFS	Workers' Comp/FML Sick	02 10	Sick Leave & Family Medical Leave
WCFT	Workers' Comp/FML CAT Leave	08 10	Catastrophic Leave & Family Medical Leave
WF10	Workers' Comp/FML Comp 1.0	15 10	Compensatory Time @ 1.0x & Family Medical Leave
<b>WF15</b>	Workers' Comp/FML Comp 1.5	16 10	Compensatory Time @ 1.5x & Family Medical Leave
WF7K	Workers' Comp/FML 7K Gap	14 10	7K Exemption Gap Hours & Family Medical Leave
<b>WKCA</b>	Worker's Comp Annual	01	Annual Leave
<b>WKCH</b>	Worker's Comp Holiday	07	Holiday Leave
<b>WKCL</b>	Worker's Comp LWOP	--	N/A
<b>WKCS</b>	Worker's Comp Sick	02	Sick Leave
<b>WKCT</b>	Worker's Comp CAT Leave	08	Catastrophic Leave

### Quota Corrections Subarea Codes - (Infotype 2013)

Absence Quota	Quota Type
01	Annual Leave
02	Sick Leave
05	Holiday Leave
07	Birthday Leave
10	Family Medical Leave
14	7K Exemption Gap Hours
15	Compensation Time @ 1.0
16	Compensation Time @ 1.5
21	Foster Leave

### Time Evaluation Error Message Glossary

Below is a list of messages generated during time evaluation. These messages are sent to the Time Administrator's AASIS inbox and may be displayed using **PT60-Time Evaluation** or **PT\_ERL00-Time Evaluation Message Display Report**.

**Yellow warning** messages sent to the time administrator's inbox provide information regarding an employee's time and leave. Warning messages are informational only and will not prevent an employee's time and leave from successfully processing through time evaluation.

**Red error** messages sent to the time administrator's inbox provide information that an employee's time and leave have not successfully processed through time evaluation. The errors must be corrected before a successful time evaluation can occur for the employee.

Message Type	Message	Explanation
YA	Hrs in excess of workweek adjusted	<b>Warning</b> message states that an employee's paid attendances exceed the planned work week as defined in <b>Planned Working Time (IT0007)</b> . Verify that planned work schedule and time entry are correct. Make corrections on the CAT Time Sheet or in EASE if necessary.
YB	Wkweek/WSRule not allowed in IT0007	<b>Error</b> message states that indicate the combination of working week and <b>Work schedule rule</b> entered in <b>Planned Working Time (IT0007)</b> is not permissible and must be corrected.
YC	Absence hours in excess adjusted	<b>Warning</b> message states that an employee's paid absences exceed the planned work week as defined in <b>Planned Working Time (IT0007)</b> . Verify that planned work schedule and time entry are correct. Make corrections on the CAT Time Sheet or EASE if necessary. This message applies only to the <b>FF09 and FF99 Work Schedule Rules</b> .
YD	Comp Time (1.0) >240 excess pd out	<b>Warning</b> message states that an employee has automatically been paid for compensatory time (at straight time) exceeding 240 hours.
YE	Comp Time (1.0) >480 excess pd out	<b>Warning</b> message states that an employee (7K firefighter or law enforcement) has automatically been paid for compensatory time (at straight time) exceeding 480 hours.
YF	EE Quota 15 (1.0) exceeds 200 hours	<b>Warning</b> message states that an employee's compensatory time (at straight time) has exceeded 200 hours. This information can aid a supervisor in scheduling overtime since AASIS will automatically pay out all hours over 240.
YG	EE Quota 16 (1.5) exceeds 200 hours	<b>Warning</b> message states that an employee's compensatory time (at time and 1/2) has exceeded 200 hours. This information can aid a supervisor in scheduling overtime since AASIS will automatically pay out all hours over 240.
YH	EE Quota 15 (1.0) exceeds 400 hours	<b>Warning</b> message states that an employee's (7K firefighter or law enforcement) compensatory time (at straight time) has exceeded 400 hours. This information can aid a supervisor in scheduling overtime since AASIS will automatically pay out all hours over 480.
YI	EE Quota 16 (1.5) exceeds 400 hours	<b>Warning</b> message states that an employee's (7K firefighter or law enforcement) compensatory time (at time and 1/2) has exceeded 400 hours. This information can aid a supervisor in scheduling overtime since AASIS will automatically pay out all hours over 480.



Message Type	Message	Explanation
YJ	Comp Time (1.5) >240 excess pd out	<b>Warning</b> message states that an employee has automatically been paid for compensatory time (at time and 1/2) exceeding 240 hours.
YK	Comp Time (1.5) >480 excess pd out	<b>Warning</b> message states that an employee (7K firefighter or law enforcement) has automatically been paid for compensatory time (at time and 1/2) exceeding 480 hours.
YL	No value in Addl. Time ID on IT0007	<b>Error</b> message generates for the non-exempt employee if the <b>Additional Time ID</b> field is blank on <b>Planned Working Time (IT0007)</b> with an end date of 12/31/9999.
YM	Quota 14 (Gap Hours) exceeds 400 hours	<b>Warning</b> message states that an employee's (7K Fire or Law 14-day) gap hours quota has exceeded 400 hours. This information can aid a supervisor in scheduling overtime since AASIS will automatically pay out all hours over 480.
YN	Gap Hours > 480 excess balance paid out	<b>Warning</b> message states that an employee (7K firefighter or law enforcement 14-day) has automatically been paid for gap hours exceeding 480 hours.
YO	EE Annual leave exceeded 320 hours	Quarterly <b>Warning</b> message states that an employee's annual leave balance exceeds 320 hours. This information can aid a supervisor in scheduling time off so the employee will not lose hours more than 320 hours on December 31. Employees may want to consider donating to the catastrophic leave bank if they cannot use the excess leave. This message is sent if a recalculation in time evaluation occurs during the quarter.
YQ	Extra Help EE Tot Wrk Hrs>1400	<b>Warning</b> message states that an extra-help employee has worked more than 1400 hours. This information is provided to monitor extra help hours worked to prevent employee from exceeding 1500 hours in the current fiscal year effective 7/1/2017.
YR	Extra Help EE Tot Wrk Hrs>1500!!!	<b>Warning</b> message states that an extra-help employee has worked more than 1500 hours in the current fiscal year effective 7/1/2017. Time Administrators should notify supervisors so the employee can be terminated or transferred to a regular position. Those agencies with special language for number of hours an employee can work are not affected by this message.

Message Type	Message	Explanation
YS	Extra Help EE Tot Wrk Hrs>1700	<b>Warning</b> message states that an extra-help employee has worked more than 1700 hours. This information is provided to monitor extra help hours worked to prevent employee from exceeding 1800 hours in the current fiscal year effective 7/1/2017. <b>This applies to Game &amp; Fish and Military Department.</b>
YT	Extra Help EE Tot Wrk Hrs>1800!!!	<b>Warning</b> message states that an extra-help employee has worked more than 1800 hours in the current fiscal year effective 7/1/2017. Time Administrators should notify supervisors so the employee can be terminated or transferred to a regular position. <b>This applies to Game &amp; Fish and Military Department.</b>
YV	EE Annual Leave Exceed 360 hours	Quarterly <b>Warning</b> message states that an employee's annual leave balance exceeds 360 hours. This information can aid a supervisor in scheduling time off so the employee will not lose hours more than 360 hours on December 31. Employees may want to consider donating to the catastrophic leave bank if they cannot use the excess leave. This message is sent if a recalculation in time evaluation occurs during the quarter.
YX	EE Sick Leave Exceed 1440 hours	Quarterly <b>Warning</b> message states that an employee's sick leave balance exceeds 1440 hours. This information can aid a supervisor in scheduling time off so the employee will not lose hours more than 1440 hours on December 31. Employees may want to consider donating to the catastrophic leave bank if they cannot use the excess leave. This message is sent if a recalculation in time evaluation occurs during the quarter.  <b>This applies to Military Department</b>
Z6	EE Annual Leave exceeded 240 hours	Quarterly <b>Warning</b> message states that an employee's annual leave balance exceeds 240 hours. This information can aid a supervisor in scheduling time off so the employee will not lose hours in excess of 240 hours on December 31. Employees may want to consider donating to the catastrophic leave bank if they cannot use the excess leave. This message is sent if a recalculation in time evaluation occurs during the quarter.

Message Type	Message	Explanation
Z8	EE Sick Leave exceeded 960 hours	Quarterly <b>Warning</b> message states that an employee's sick leave balance exceeds 960 hours. Employees may want to consider donating sick leave in excess of 960 hours to the catastrophic leave bank prior to December 31. This message is sent if a recalculation in time evaluation occurs during the quarter.
ZC	Time Evaluation too far into future	<b>Error</b> message states that time evaluation has been run too far into the future. Time evaluation is open on the first Tuesday of the payroll period through the end of the payroll period. Rerun time evaluation up to the date allowed. This will reset the time evaluation indicator.
ZD	Hours paid excess 40 was adjusted	<b>Warning</b> message states that an employee has paid attendances and absences which exceed 40 hours in a week. Verify that planned work schedule, absences, and attendances are correct. Make time entry corrections on the CATS Time Sheet or EASE if necessary.
ZG	PubHol Not able to Pay/Bank!	<b>Warning</b> message states that an exempt employee is not eligible for holiday bank or pay. AASIS reads the last scheduled work day before a holiday and the next scheduled work day to determine eligibility.
ZH	Hours paid excess 80 was adjusted	<b>Warning</b> message states that an employee has paid attendances and absences that exceed 80 hours in a pay period. Verify that planned work schedule, absences, and attendances are correct. Make time entry corrections on the CATS Time Sheet or EASE if necessary.
ZI	Negative EE, HLDY not allowed on PH	<b>Warning</b> message states that an exempt employee has absence type <b>HLDY</b> entered on the timesheet on a public holiday. Correct the CATS Time Sheet or EASE. Exempt employees are paid based on their planned work schedule. No entry is required.
ZJ	Negative EE, ATTN not allowed on PH	<b>Warning</b> message states that an exempt employee has an attendance type <b>ATTN</b> entered on the CATS Time Sheet on a public holiday. Correct the CATS Time Sheet. Exempt employees who work on the holiday should enter attendance type <b>WKHL</b> to bank the holiday.

Message Type	Message	Explanation
ZL	Invalid PSA/Work Week entered	<b>Error</b> message states that the <b>Personnel Subarea</b> from <b>Organizational Assignment (IT0001)</b> and the <b>Planned Work Schedule (IT0007)</b> do not match. This prevents an employee's time from successfully being processed in time evaluation. These infotypes must be corrected before the time evaluation can run successfully. These Infotype corrections are performed by the <b>Agency Personnel Management</b> role.
ZN	Not enough FMLA quota to deduct	<b>Error</b> message states that the employee does not have enough Family Medical Leave quota to deduct. A Family Medical Leave quota must exist on <b>Absence Quotas (IT2006)</b> and the Family Medical Leave quota <u>must be created in <b>Quota Corrections (IT2013)</b> before</u> time entry. If the quota is not created, timesheet entries will not save. The successfully saved and evaluated <b>FMLA</b> absence type will deduct from the leave quota and the Family Medical Leave quota.
ZS	TMS=9 w/OPEN schedule not allowed	<b>Error</b> message states that a non-exempt employee has an <b>OPEN Work Schedule</b> with <b>Time management status of 9-Time evaluation of planned times</b> . This prevents the employee's time from successfully being processed through time evaluation. Correct the <b>Time management status</b> to <b>1- Time evaluation of actual times</b> in <b>Planned Working Time (IT0007)</b> . This Infotype correction is performed by the <b>Agency Personnel Management</b> role.

ZV	IT2001 w FullDayInd. Absence24hr!	<b>Error</b> message that occurs when changes have been made to the <b>Personnel Subarea</b> (exempt to non-exempt) and time has already been entered on the CATS Time Sheet. <ol style="list-style-type: none"> <li>1. Delete time entries from <b>CAT2</b>.</li> <li>2. Run all time processes.</li> <li>3. Re-enter time entries.</li> <li>4. Repeat all time processes.</li> </ol>
ZX	Exempt EE ATHL entered not PH	<b>Error</b> message states that ATHL was entered on a day that was not a holiday

## General Error Messages

The following messages are **Red error** messages. Please refer questions to the **AASIS Help Desk** at 501-683-2252.

Message ID	Message	Explanation
Technical Error type no 81	Date processing terminated for EE pern# name	Check for <b>Date Specifications (IT0041)</b> . The Agency Personnel Management role creates and maintains this infotype.
Error Entry no 83 Error when creating absence quota	Change in earliest retroactive accounting for time evaluation is not possible	Contact the AASIS Help Desk for assistance in resolving this error.
No entry in table T001P for Key	No entry in table T001P for Key	The Hire action date has been changed. Agency must notify OPM Payroll.

## PAYROLL

Payroll is the culmination of processes necessary to pay an employee.

### Wage Types - Payroll

Objects used to differentiate between monetary amounts or time units that are used in different ways to calculate the employee's remuneration. These monetary amounts are defined from one another using wage types.

### Recurring Payments/Deductions (Infotype 0014)

**Note:** Refer to **AASIS Help** for complete steps on how to view a listing of the wage types under this infotype.

### Incentives and Bonuses

Wage Type	Wage Type Text	Security Restrictions
1008	Certified Physician Pay	Open
1009	Non Cert. Physician Pay	Open

### Earnings and Earnings Adjustments

Wage Type	Wage Type Text	Security Restrictions
1011	Pay Period Overload	Open
1156	EarningsAdj/Ret Eli	Open
1159	Reg. Concurrent Emp.	Open
1161	Ex Help Concurrent Emp.	Open
1132	Summer School Pay ( D &B)	Open
1177	Claims Commission Award	Open

## Associations and Membership Dues

Wage Type	Wage Type Text	Security Restrictions
2229	Mil Firefighter Union Due	Open
2231	ADC HR Emp Assoc DOC	Open
2232	ADC SSCA EE Assn Due	<b>Dept. of Corrections and OPM</b>
2233	G&F FOP Dues Wildlife Off	<b>Game and Fish and OPM</b>
2236	S State Police Benv Assoc	Open
2570	AFSCME Association Fee	Open
2800	ASEA Ark. State Empl Assoc	Open
2802	Arkansas Education	Open
2803	Arkansas State Police Asn	Open
2804	Arkansas Rehabilitation	Open
2805	Arkansas Law Enforcement	Open
2806	Ark. Public Health Assoc.	Open
2807	Local 100 A	Open
2808	Central Ark. Trooper Coal	Open
2809	0480 AR Assoc EE Trust	Open
2810	0520 Nat Rehab Co Assoc	Open
2822	Corr. Peace Off. Found.	Open
2823	Benton Unit EE Assoc.	Open
2824	ADC Cent.Off. Association	Open
2825	Constr. EE Association	Open
2826	Cummins Unit EE Assoc	Open
2827	Diagnostic Unit EE Assoc	Open
2828	Delta Regional Unit Assoc	Open
2829	E. Ark Reg. Un. EE Assoc	Open
2830	Grimes Unit EE Assoc.	Open
2831	Corr. Indus. EE Assoc.	Open
2832	Jeff. Co. Jail EE Assoc.	Open
2833	McPherson Unit EE Assoc.	Open
2834	Miss Co Wk. Rel. EE Assoc	Open
2836	North Central Unit EE Ass	Open
2837	NW Ark Work Rel EE Assoc.	Open
2838	Pine Bluff Unit EE Assoc	Open
2839	TexArk Reg Cr Ctr EE Asso	Open
2840	Training Academy EE Assoc	Open
2841	Tucker Unit EE Assoc.	Open
2842	Max. Sec. Unit EE Assoc	Open
2843	Varner Unit EE Association	Open
2844	Wrightsville BC EE Assoc	Open
2845	Wrightsville Unit EE Assoc	Open
2847	IAPES Dues	Open
2850	Ouachita River EE Dues	<b>Dept. of Corrections and OPM</b>
2851	ACJ Associations EE Dues	Open

## United Way

Wage Type	Wage Type Text	Security Restrictions
2642	United Way Heart of AR	<b>OPM use only</b>

## Allowances

Wage Type	Wage Type Text	Security Restrictions
1124	Game & Fish Uniform Mthly	Open
1160	House of Rep. Allow. Exp.	Open
2571	SBS Uniform expense	Open
1304	Travel Allowance	<b>AOS and OPM use only</b>

## Miscellaneous Voluntary Products

Wage Type	Wage Type Text	Security Restrictions
2198	American Cancer Society	Open
2237	ASP UNUM ACCIDENT	<b>AR State Police and OPM</b>
2238	ASP UNUM CRITICAL ILLNESS	<b>AR State Police and OPM</b>
2239	ASP UNUM WHOLE LIFE	<b>AR State Police and OPM</b>
2508	G&F AFLAC CANCER	Open
2519	G&F AFLAC Heart & Stroke	Open
2533	G/F Lina	Open
2536	NG American Equity	Open
2537	SP Pan American	Open
2538	SP Reliance STD	Open
2542	G&F American Fidelity LTD	Open
2550	960 ASP Standard LTD	<b>AR State Police &amp; OPM use only</b>
2551	G&F AFLAC (Acci/AD&D)S125	Open
2553	G&F AFLAC(Cancer)3OptS125	Open
2561	G&F AFLACHeart AttackS125	Open
2562	G&F AFLACHospitalS125	Open
2563	G&F AFLACIntensiveS125	Open
2599	SEBCO Ins. PT EE Ded.	Open
2648	G&F AFLAC DENTAL Pre Tax	<b>Game and Fish &amp; OPM use only</b>
2652	Pre-Paid Legal Services	Open
2750	TRS Buy Back	Open
2846	ASP Dental Vis. AT	Open

## Payroll Deductions (Non-Voluntary Products)

Wage Type	Wage Type Text	Security Restrictions
2500	DOC Deduction Utility Exp	Open
2645	DHS Payroll Deduction	Open
2650	Workers' Comp recovery	Open
2651	Garnish Admin Fee-DCC	Open
2660	ADC Ded for Misc Reasons	Open
2661	ADC Purchase deduction	Open
2662	Health Dept. P/R deduct	Open
2663	ASB Payroll Deduction	Open
2664	ASD Payroll Deduction	Open
2665	ADC Admin Fee Garnishment	Open
2666	DCC Payroll Deduction	Open
2669	BA0995 Misc Deduction	Open
2670	ADC Inmate Banking	Open

## Deferred Comp Catch-Up

Wage Type	Wage Type Text	Security Restrictions
2923	DiamondSpCPT	Open
2924	Delta 403BV+3K	Open
2925	MetLife 403BV +3K	Open
2926	TIAA/Cref 403BV +3K	Open
2928	Nationwide 403BV +3K	Open
2929	Valic 403BV +3K	Open
2930	Pioneer 403BV +3K	Open
2931	Kemper 403BV +3K	Open
2932	Equitable 403Bv +3K	Open
2933	American Express 403BV+3K	Open
2944	DiamondSpCAT	Open

## Additional Payments (Infotype 0015)

**Note:** Refer to **AASIS Help** for complete steps on how to view a listing of the wage types under this infotype.

## Incentives and Bonuses

Wage Type	Wage Type Text	Security Restrictions
1114	Career Svc.Recognition	Open
1123	Suggestion Award Payment	Open
1139	Leg Lump Sum	Open
1149	COLA Lump Sum	<b>OPM use only</b>
1170	Vaccination Bonus	Open
1171	Merit Lump Sum Payment	<b>OPM use only</b>
1174	Law Enforcement Stipend	<b>DOC, DPS, and OPM only</b>
1177	Claims Commission Award	Open
1178	CDC Recruit/Retain 6 mo	Open
1179	LPN Recruit/Retain 6 mo	Open
1180	RN Recruit/Retain 6 mo	Open
1192	CDC Rec/Ret Annual Bonus	<b>DHS &amp; OPM use only</b>
1193	LPN Rec/Ret Annual Bonus	<b>DHS &amp; OPM use only</b>
1194	RN Rec/Ret Annual Bonus	<b>DHS &amp; OPM use only</b>
1169	SOS Law Enf Cert	Secretary of State

## Earnings and Earnings Adjustments

Wage Type	Wage Type Text	Security Restrictions
1105	GrossUp Sev Py 1-5 yrs800	Open
1115	ASP Certificate Pay	Open
1116	Additional Duty Pay (D&B)	Open
1128	TEA Payments for DHS	Open
1135	GrossUp SevPy 6-15yrs1200	Open
1137	GrossUp SevPy +15yrs 1600	Open
1148	Military Differential	<b>OPM use only</b>



Wage Type	Wage Type Text	Security Restrictions
1150	IN-Court Settlement	Open
1151	Out of Court Settlement	Open
1153	FICA Exempt Military Pay	Open
1154	XTRA Help G&F payment	Open
1156	EarningsAdj/Ret Eli	Open
1159	Reg. Concurrent Emp.	Open
1161	Ex Help Concurrent Emp.	Open
1162	Federal OT Payment 06	Open
1163	60.00 Stipend Board/Com	Open
1164	85.00 Stipend Board/Com	Open
1165	110.00 Stipend Board/Com	Open
1166	EarningsAdj/Non-Ret Elig.	Open
1167	Veteran's Act State Grant	<b>Dept. of Workforce &amp; OPM use only</b>
1168	Federal OT Payment 00	Open
1175	00 Emerg OT for Exempt EE	Open
1176	06 Emerg OT for Exempt EE	Open
1181	Leg CNCL Exceed MLI LpSum	Open
1182	Leg AUDT Exceed MLI LpSum	Open
1183	500.00 Stipend Board/Com	Open
1184	ASP Uniform Maintenance	<b>ASP and OPM use only</b>
1195	ASH Phys /Wk Day on-call	<b>DHS &amp; OPM use only</b>
1196	ASH Phys /Wk End on-call	<b>DHS &amp; OPM use only</b>
1198	Indigent Transcripts	<b>Office of the Courts &amp; OPM use only</b>
1208	Nat. Guard Emer/NonEmer	Open
1305	Stipend – Judges Pay	<b>AOS and OPM use only</b>
1306	Meals Reimbursement	<b>AOS and OPM use only</b>

### Association/Membership/Union Dues

Wage Type	Wage Type Text	Security Restrictions
2232	ADC SSCA EE Assn Due	<b>Dept. of Corrections &amp; OPM use only</b>
2236	S State Police Benv Assoc	Open
2809	0480 AR Assoc EE Trust	Open
2810	0520 Nat Rehab Co Assoc	Open

### Allowances

Wage Type	Wage Type Text	Security Restrictions
1118	Unif. Allow. - Forrestry	Open
1119	Uniform Allow.Monthly ASP	Open
1125	Game & Fish Uniform 1-time	Open
1126	Uniform All. ASP-Mthly-NC	Open
1160	House of Rep.Allow. Exp.	Open

### Miscellaneous Voluntary Products

Wage Type	Wage Type Text	Security Restrictions
2508	G&F AFLAC CANCER	Open
2519	G&F AFLAC Heart & Stroke	Open
2536	NG American Equity	Open
2537	SP Pan American	Open
2538	SP Reliance STD	Open
2542	G&F American Fidelity LTD	Open
2551	G&F AFLAC (Acci/AD&D)S125	Open
2553	G&F AFLAC(Cancer)3OptS125	Open
2561	G&F AFLACHeart AttackS125	Open
2562	G&F AFLACHospitalS125	Open
2563	G&F AFLACIntensiveS125	Open
2599	SEBCO Ins. PT EE Ded.	Open
2648	G&F AFLAC DENTAL Pre Tax	Open
2652	Pre-Paid Legal Services	Open
2680	EBD Only FBMC After Tax	Open

### Payroll Deductions (Non-Voluntary Products)

Wage Type	Wage Type Text	Security Restrictions
2650	Workers' Comp recovery	Open
2660	ADC Ded for Misc Reasons	Open
2662	Health Dept. P/R deduct	Open
2663	ASB Payroll Deduction	Open
2664	ASD Payroll Deduction	Open
2666	DCC Payroll Deduction	Open
2669	BA0995 Misc Deduction	Open
2760	VA STATE W/H TAX	Open

### Retirement Delinquent Service

Wage Type	Wage Type Text	Security Restrictions
2685	APERS Military ER Match	Open
2686	APERS Del Svc ER Match	Open
2687	APERS Interest-Del Svc	Open
2691	SP Military ER Match	Open
2692	SP Del Svc ER Match	Open
2693	SP Interest-Del Svc	Open

### Retirement Buy Back – Balance

Wage Type	Wage Type Text	Security Restrictions
2751	TRS Buy Back Balance	Open

### Non-Cash Taxable Benefits

Wage Type	Wage Type Text	Security Restrictions
1129	NC TxBen Lodging	<b>AR State Police &amp; OPM use only</b>

1155	NC TxBen State Car Use	Open
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**Premiums – Timesheet-CATS/EASE (Infotype 2010)**

Wage Type	Wage Type Long Text	Usage
1202	On Call Duty	Open
1217	Maximum Security Pay	<b>Authorized use by OPM ONLY</b>
1218	Hazardous Duty	<b>Authorized use by OPM ONLY</b>
1220	Max Security/Haz Duty Pay	<b>OPM use only</b>
1221	Weekend Shift	Open
1238	HazDutyUpTo12%	Open
1303	Called In Exempt EE Pay	Open

**Tipped Earnings - Employee Remuneration Info (Infotype 2010)**

Wage Type	Wage Type Long Text	Usage
1410	Regular hours – tips	<b>Park &amp; Tourism use only</b>
1412	Holiday Pay for Tipped EE	<b>Park &amp; Tourism use only</b>
1413	Sick Pay for Tipped EE	<b>Park &amp; Tourism use only</b>
1414	Annual Leav for Tipped EE	<b>Park &amp; Tourism use only</b>
1417	Comp Leave for Tipped EE	<b>Park &amp; Tourism use only</b>
1418	B-Day Leave for Tipped EE	<b>Park &amp; Tourism use only</b>
1419	Auto Gratuity Tip	<b>Park &amp; Tourism use only</b>
1420	Direct tip	<b>Park &amp; Tourism use only</b>
1421	Auto Gratuity Hours	<b>Park &amp; Tourism use only</b>
1423	CAT Leave for Tipped EE	<b>Park &amp; Tourism use only</b>
1425	Indirect tip	<b>Park &amp; Tourism use only</b>
1430	Gross sales	<b>Park &amp; Tourism use only</b>

## Wage Types - Bonus

Use the following wage types for Processing Bonus Periodicity

The FLSA mandates that bonus payments to overtime-eligible employees must be taken into consideration when adding extra premium to the employee's paycheck. The bonus payments to be considered are listed below.

### Recurring Payments/ Deductions (Infotype 0014)

**Note:** Refer to **AASIS Help** for complete steps on how to view a listing of the wage types under this infotype.

### Processing Bonus Periodicity (Infotype 0014)

Wage Type	Wage Type Long Text	Bonus Periodicity	Usage
1008	Certified Physician Pay	Pay Period	Open
1009	Non Cert. Physician Pay	Pay Period	Open
1011	Pay Period Overload	Pay Period	Open
1132	Summer School Pay (D&B)	Pay Period	Open
1156	Earnings Adj/ Ret Eli	Pay Period	Open
1161	Ex Help Concurrent Emp.	Pay Period	Open
1177	Claims commission Award	Pay Period	Open

### Additional Payments (Infotype 0015)

**Note:** Refer to **AASIS Help** for complete steps on how to view a listing of the wage types under this infotype.

### Processing Bonus Periodicity

Wage Type	Wage Type Long Text	Bonus Periodicity	Usage
1115	ASP Certificate Pay	Annual	Open
1116	Additional Duty Pay (D&B)	Pay Period	Open
1139	Leg Lump Sum	Annual	Open
1149	COLA Lump Sum	Annual	Open
1150	IN-Court Settlement	Pay Period	Open
1151	Out of Court Settlement	Pay Period	Open
1154	XTRA Help G&F payment	Pay Period	Open
1156	Earnings Adj/ Ret Eli	Pay Period	Open
1159	Reg. Concurrent Emp.	Pay Period	Open
1161	Ex Help Concurrent Emp.	Pay Period	Open
1166	Earnings Adj /Non-Ret Elig.	Pay Period	Open
1171	Merit Lump Sum Payment	Annual	<b>OPM use only</b>
1172	Perf Eval Ovr Max LumpSum	Annual	<b>OPM use only</b>
1177	Claims commission Award	Pay Period	Open
1178	CDC Recruit/Retain 6 mo	Semi-annual	Open
1179	LPN Recruit/Retain 6 mo	Semi-annual	Open

Wage Type	Wage Type Long Text	Bonus Periodicity	Usage
1180	RN Recruit/Retain 6 mo	Semi-annual	Open
1181	Leg CNCL Exceed MLI LpSum	Annual	Open
1182	Leg AUDT Exceed MLI LpSum	Annual	Open
1192	CDC Rec/Ret Annual Bonus	Annual	<b>DHS &amp; OPM use only</b>
1193	LPN Rec/Ret Annual Bonus	Annual	<b>DHS &amp; OPM use only</b>
1194	RN Rec/Ret Annual Bonus	Annual	<b>DHS &amp; OPM use only</b>

### Public Employee Claims Division (PECD) – FB03 Report

The Public Employee Claims Division (PECD) Codes for Workers' Compensation Recovery for each agency must be included in the reference numbers used to execute the **Display Worker's Compensation Payment (FB03)** document display report. These codes are provided to AASIS Service Center (ASC), by the State Insurance Department, and the Public Employee Claims Division.

Transform.ar.gov Cabinet	Transform.ar.gov Agency/Office	Tier 3 Agency Name	PECD CODE Public Employee Claims Division
<b>Dept of Agriculture</b>	Arkansas Agriculture Board	Arkansas Agriculture Board	PF02
	Arkansas Agriculture Department	Arkansas Agriculture Dept	PF
	Arkansas Forestry Commission	St Board of Registration for Foresters	CT
	Arkansas Livestock and Poultry Commission	Arkansas Milk Stabilization Board	PF06
	Arkansas Livestock and Poultry Commission	Veterinary Medical Licensing Board	DP
	Arkansas Natural Resources Commission (ANRC)	Arkansas Natural Resources Commission	FB
	Arkansas Natural Resources Commission (ANRC)	Commission on Water Well Construction	PF09
	Arkansas Natural Resources Commission (ANRC)	Red River Compact Commission	PF13
	Department of Agriculture	Litter Utilization Committee	PF10

	Department of Agriculture	Ouachita River Commission	PF12
	Department of Agriculture	Private Wetland/Riparian Zone Creation/Restoration /Conservation Committee	PF11
	Department of Agriculture	Wetlands Technical Advisory Committee	PF14
	State Plant Board	Abandoned Pesticide Advisory Board	PF01
	State Plant Board	Arkansas Fire Ant Advisory Board	PF05

<b>Dept of Commerce</b>	Arkansas Development Finance Authority (ADFA)	Arkansas Development Finance Authority	JS
	Arkansas Economic Development Commission (AEDC)	Arkansas Div of Minority and Women-Owned Business Enterprise	HJ
	Arkansas Economic Development Commission (AEDC)	Arkansas Economic Development Commission	HJ
	Arkansas Economic Development Commission (AEDC)	Arkansas Economic Development Commission - Rural Services	KS
	Arkansas Waterways Commission	Arkansas Waterways Commission	ED
	Arkansas Wine Producers Council	Arkansas Wine Producers Council	RU
	Career and Technical Education	Arkansas Career Training Institute	HF01
	Division of Aeronautics	Arkansas Div of Aeronautics	HN
	Division of Workforce Services (DWS)	Adult Education Section	SE
	Division of Workforce Services (DWS)	Arkansas Div of Workforce Services	HL
	Division of Workforce Services (DWS)	Arkansas Rehabilitation Services	HF
	Division of Workforce Services (DWS), Blind Services	Arkansas Div of State Services for the Blind	HA20
	Division of Workforce Services (DWS), Rehabilitation Services	Governor's Commission on People with Disabilities	RV
	Division of Workforce Services (DWS), Telecommunications	Arkansas Deaf and Hearing Impaired Telecommunications Svc Corp	RT

	Services Corporation Board of Directors		
	Office of Skills Development	Career Education	JT
	Office of Skills Development	Career Education and Workforce Development Board	SF
	Office of Skills Development	Workforce Development Board	LS
	State Bank Department	Arkansas Bank Dept	EQ
	State Insurance Department	Arkansas Insurance Department	EU
	State Insurance Department	Arkansas Insurance Department	EU01
	State Insurance Department	Arkansas Insurance Department - PECD	EU02
	State Securities Department	Arkansas Securities Dept	ER
<b>Dept of Corrections</b>	Arkansas Department of Corrections	Arkansas Department of Corrections	FF
	Board of Corrections, Arkansas Correction School System	Arkansas Correctional School System	KE
	Board of Corrections, Division of Community Correction (ACC)	Arkansas Community Corrections	KK
	Board of Corrections, Division of Correction (ADC)	ADC - Administration	FF01
	Board of Corrections, Division of Correction (ADC)	ADC - Administration Annex East	FF26
	Board of Corrections, Division of Correction (ADC)	ADC - Barbara Ester Unit	FF36
	Board of Corrections, Division of Correction (ADC)	ADC - Benton Work Release	FF08
	Board of Corrections, Division of Correction (ADC)	ADC - Bootcamp	FF33
	Board of Corrections, Division of Correction (ADC)	ADC - Central Administration Office	FF19
	Board of Corrections, Division of Correction (ADC)	ADC - Construction and Maintenance	FF20
	Board of Corrections, Division of Correction (ADC)	ADC - Cummins Unit	FF09
	Board of Corrections, Division of Correction (ADC)	ADC - Delta Regional Unit	FF05
	Board of Corrections, Division of Correction (ADC)	ADC - Diagnostic Unit	FF07

	Board of Corrections, Division of Correction (ADC)	ADC - East AR Regional Unit	FF06
	Board of Corrections, Division of Correction (ADC)	ADC - Farm Div (Cummins)	FF02
	Board of Corrections, Division of Correction (ADC)	ADC - Grimes Unit	FF18
	Board of Corrections, Division of Correction (ADC)	ADC - Maximum Security Unit/Tucker Max	FF17
	Board of Corrections, Division of Correction (ADC)	ADC - McPherson Unit	FF34
	Board of Corrections, Division of Correction (ADC)	ADC - Mississippi County Work Release	FF14
	Board of Corrections, Division of Correction (ADC)	ADC - North Central Unit	FF11
<b>Dept of Corrections</b>	Board of Corrections, Division of Correction (ADC)	ADC - Northwest AR Work Release	FF13
	Board of Corrections, Division of Correction (ADC)	ADC - Ouachita River Unit (Malvern Unit)	FF35
	Board of Corrections, Division of Correction (ADC)	ADC - Pine Bluff Unit	FF03
	Board of Corrections, Division of Correction (ADC)	ADC - Randall L. Williams Unit	FF21
	Board of Corrections, Division of Correction (ADC)	ADC - Texarkana Regional Unit	FF12
	Board of Corrections, Division of Correction (ADC)	ADC - Training Academy	FF31
	Board of Corrections, Division of Correction (ADC)	ADC - Transportation Unit	FF32
	Board of Corrections, Division of Correction (ADC)	ADC - Tucker Unit	FF16
	Board of Corrections, Division of Correction (ADC)	ADC - Varner Unit/Supermax	FF10
	Board of Corrections, Division of Correction (ADC)	ADC - Wrightsville Unit	FF04
	Office of Criminal Detention Facilities	Criminal Detention Facility Review Committee	FF37
	Office of Criminal Detention Facilities	Office of Criminal Detention Facilities	FF38
	Parole Board	ADC - Parole Board	FF29
	Sentencing Commission	Arkansas Sentencing Commission	LH
	State Council for Interstate Commission for Adult Offender Supervision	St Council for Interstate Commission for Adult Offender Supervision	FF39



<b>Dept of Education</b>	Arkansas State Library and Board	Arkansas Library Board	SA
	Arkansas State Library and Board	Arkansas State Library	FM
	Colleges and Universities	Northwest Technical Institute	FY
	Division of Elementary and Secondary Education	Arkansas Better Chance Program	RX
	Division of Elementary and Secondary Education	Elementary and Secondary Education	FH
	Division of Elementary and Secondary Education	Public School Academic Facilities and Transportation	FH01
	Division of Elementary and Secondary Education	Public School Accountability	FH02
<b>Dept of Education</b>	Division of Higher Education	Americorps Office	SB
	Division of Higher Education	Arkansas Higher Education Coordinating Board (ADHE)	RY
	Division of Higher Education	Higher Education	GY
	Martin Luther King Commission and Board	Martin Luther King, Jr. Commission	LF
	School for the Deaf and School for the Blind and Visually Impaired	Arkansas School for the Blind	FJ
	School for the Deaf and School for the Blind and Visually Impaired	Arkansas School for the Deaf	FK
	School for the Deaf and School for the Blind and Visually Impaired	State Board of Trustees for Arkansas School for Blind and School for Deaf	RZ
<b>Dept of Energy and Environment</b>	Arkansas Geological Survey	Arkansas Geological Survey	ET
	Division of Environmental Quality (ADEQ)	Environmental Quality	HY
	Division of Environmental Quality (ADEQ)	Nutrient Water Quality Trading Advisory Panel	SC
	Liquefied Petroleum Gas Board	Liquified Petroleum Gas Board	EV
	Oil and Gas Commission and Board	Arkansas Oil and Gas Commission	EX
<b>Dept of Finance and Administration</b>	Alcoholic Beverage Control Division	Alcoholic Beverage Control Div	JM
	Alcoholic Beverage Control Enforcement	ABC Enforcement	JB

	Arkansas Dept of Finance and Administration	Arkansas Dept of Finance and Administration	GP
	Arkansas Racing Commission	Racing Commission	JN
	Arkansas Tobacco Control and Board	Arkansas Tobacco Control	GP01
	Arkansas Tobacco Control and Board	Arkansas Tobacco Control Board	LP
	Assessment Coordination Division	Assessment Coordination Dept	LT
	Office of Child Support Enforcement	Child Support Enforcement	LN
	Office of Driver Services	Office of Driver Services	GP04
	Office of Motor Vehicle	Office of Motor Vehicle	GP03
	Office of the Arkansas Lottery	Office of Arkansas Lottery	PQ
	State Revenue Office	Revenue Services Div	GR
<b>Dept of Health</b>	Department of Health	Arkansas Dept of Health	GT
	Department of Health	Arkansas Dept of Health - Contracted Employees	GT02
	Department of Health	Arkansas Dept of Health - State Employees	GT01
	Division of Health Related Boards and Commissions - Advisory	Advisory Board Interpreters between Hearing Individuals and Individuals who are deaf	GT03
	Division of Health Related Boards and Commissions - Advisory	Advisory Committee on Healthcare Acquired Infections	GT04
	Division of Health Related Boards and Commissions - Advisory	Advisory Council to AR Youth Suicide Prevention Task Force	GT05
	Division of Health Related Boards and Commissions - Advisory	Arkansas Commission for the Newborn Umbilical Cord Blood Initiative	GT06
	Division of Health Related Boards and Commissions - Advisory	Arkansas Orthotics, Prosthetics, and Pedrotti's Advisory Board	GT07
	Division of Health Related Boards and Commissions - Advisory	Arkansas Spinal Cord Commission	DN
	Division of Health Related Boards and Commissions - Advisory	Arkansas Suicide Prevention Council	GT10

	Division of Health Related Boards and Commissions - Advisory	Breast Cancer Control Advisory Board	GT12
	Division of Health Related Boards and Commissions - Advisory	Cervical Cancer Task Force	GT13
	Division of Health Related Boards and Commissions - Advisory	Child Health Advisory Committee	GT14
	Division of Health Related Boards and Commissions - Advisory	Committee on Plumbing Examiners	GT15
	Division of Health Related Boards and Commissions - Advisory	Drinking Water Advisory and Operating Licensing Committee	GT16
	Division of Health Related Boards and Commissions - Advisory	Emergency Medical Services Advisory Council	GT17
<b>Dept of Health</b>	Division of Health Related Boards and Commissions - Advisory	Marine Sanitation Advisory Committee	GT19
	Division of Health Related Boards and Commissions - Advisory	Massage Therapy Technical Advisory Committee	GT20
	Division of Health Related Boards and Commissions - Advisory	Medical Ionizing Radiation Licensure Committee	GT21
	Division of Health Related Boards and Commissions - Advisory	Prescription Drug Monitoring Program Advisory Committee	GT22
	Division of Health Related Boards and Commissions - Advisory	Prescriptive Authority Advisory Committee	GT23
	Division of Health Related Boards and Commissions - Advisory	State Board of Sanitarians	GT09
	Division of Health Related Boards and Commissions - Advisory	State Kidney Disease Commission	GT26
	Division of Health Related Boards and Commissions - Advisory	Tobacco Prevention and Cessation Program	GT28
	Division of Health Related Boards and Commissions - Advisory	Univ Newborn Hearing Screen/Track/Intervention Prog/Adv Board	GT29
	Division of Health Related Boards and Commissions - Licensing and Regulation	Arkansas Dietetics Licensing Board	KT

	Division of Health Related Boards and Commissions - Licensing and Regulation	Arkansas Hospice Office	GT25
	Division of Health Related Boards and Commissions - Licensing and Regulation	Arkansas Medical Board	DF
	Division of Health Related Boards and Commissions - Licensing and Regulation	Arkansas Psychology Board	DL
	Division of Health Related Boards and Commissions - Licensing and Regulation	Arkansas Social Work Licensing Board	CY
	Division of Health Related Boards and Commissions - Licensing and Regulation	State Board of Athletic Training	PR
	Division of Health Related Boards and Commissions - Licensing and Regulation	State Board of Chiropractic Examiners	DC
<b>Dept of Health</b>	Division of Health Related Boards and Commissions - Licensing and Regulation	State Board of Dental Examiners	DD
	Division of Health Related Boards and Commissions - Licensing and Regulation	State Board of Disease Intervention Specialists	GT27
	Division of Health Related Boards and Commissions - Licensing and Regulation	State Board of Dispensing Opticians	KA
	Division of Health Related Boards and Commissions - Licensing and Regulation	State Board of Examiners in Counseling	JX
	Division of Health Related Boards and Commissions - Licensing and Regulation	State Board of Examiners in Speech-Language Pathology and Audiology	LL
	Division of Health Related Boards and Commissions - Licensing and Regulation	State Board of Examiners of Alcoholism/Drug Abuse Counselors	PW
	Division of Health Related Boards and Commissions - Licensing and Regulation	State Board of Hearing Instrument Dispensers	DE
	Division of Health Related Boards and Commissions - Licensing and Regulation	State Board of Nursing	DG
	Division of Health Related Boards and Commissions - Licensing and Regulation	State Board of Optometry	DH
	Division of Health Related Boards and Commissions - Licensing and Regulation	State Board of Pharmacy	DJ

	Division of Health Related Boards and Commissions - Licensing and Regulation	State Board of Physical Therapy	LK
	Division of Health Related Boards and Commissions - Licensing and Regulation	State Board of Podiatric Medicine	PY
	Health Services Permit Agency	Arkansas Health Services Permits Commission	PJ
	Health Services Permit Agency	Health Services Permit Agency	GT18
	Minority Health Commission	Arkansas Minority Health Commission	LM
	Surgeon General	Arkansas Surgeon General	GT11
	Tobacco Settlement Commission	Arkansas Tobacco Settlement Commission	PG
<b>Dept of Human Services</b>	Board of Developmental Disabilities Services, Division of Developmental Disabilities Services (DDS)	Arkansas Human Development Center - Arkansas Adelphia	HA08
	Board of Developmental Disabilities Services, Division of Developmental Disabilities Services (DDS)	Arkansas Human Development Center - Booneville	HA09
	Board of Developmental Disabilities Services, Division of Developmental Disabilities Services (DDS)	Arkansas Human Development Center - Conway	HA10
	Board of Developmental Disabilities Services, Division of Developmental Disabilities Services (DDS)	Arkansas Human Development Center - Jonesboro	HA11
	Board of Developmental Disabilities Services, Division of Developmental Disabilities Services (DDS)	Arkansas Human Development Center - Warren	HA12
	Department of Human Services	Arkansas Dept of Human Services	HA
	Department of Human Services	Arkansas Health Center	HA05
	Department of Human Services	Arkansas State Hospital (Mental Health)	HA04
	Department of Human Services	Department of Human Services	HA25
	Department of Human Services	DHS - Arkansas Social Services	HA16

	Department of Human Services	DHS - Central Arkansas Serious Offenders Program	HA24
	Department of Human Services	DHS - Central Office (DHS)	HA13
	Department of Human Services	DHS - Dept of Community Service and Nonprofit	HA23
	Division of Aging, Adult and Behavioral Health Services (DAABHS)	DHS - Div of Aging, Adult and Behavioral Health Services	HA40
	Division of Child Care and Early Childhood Education (DCCECE)	DHS - Div of Child Care and Early Childhood Education	HA27
	Division of Children and Family Services (DCFS)	DHS - Div of Children and Family Services	HA28
	Division of County Operations (DCO)	DHS - Div of County Operations (DCFS)	HA21
<b>Dept of Human Services</b>	Division of Developmental Disabilities Services (DDS)	DHS - Div of Developmental Disabilities Services	HA06
	Division of Medical Services (DMS)	DHS - Div of Medical Services	HA29
	Division of Provider Services and Quality Assurance (DPSQA)	DHS - Div of Provider Services and Quality Assurance	HA39
	Division of Provider Services and Quality Assurance (DPSQA)	DHS - Office of Quality Assurance (Systems and Technology)	HA31
	Division of Youth Services (DYS)	Arkansas State Council for Interstate Juveniles Supervision	HA43
	Division of Youth Services (DYS)	Civilian Student Training Program (CSTP)	HA44
	Division of Youth Services (DYS)	DHS - Alexander Youth Services	HA17
	Division of Youth Services (DYS)	DHS - Div of Youth Services - Colt JTC	HA32
	Division of Youth Services (DYS)	DHS - Div of Youth Services - Dermott JCF	HA36
	Division of Youth Services (DYS)	DHS - Div of Youth Services - Dermott JTC	HA34
	Division of Youth Services (DYS)	DHS - Div of Youth Services - Harrisburg JTC	HA33
	Division of Youth Services (DYS)	DHS - Div of Youth Services - Lewisville JTC	HA35

	Division of Youth Services (DYS)	DHS - Div of Youth Services - Mansfield JTC - Boys	HA37
	Division of Youth Services (DYS)	DHS - Div of Youth Services - Mansfield JTC - Girls	HA38
	Division of Youth Services (DYS)	DHS - Div of Youth Services Central Offices	HA22
	Division of Youth Services (DYS)	DHS - Pine Bluff Youth Services	HA19
	Division of Youth Services (DYS)	Youth Justice Reform Board	HA45
	Drug Director	Arkansas Alcohol and Drug Abuse Coordinating Council	HA41
	Drug Director	Arkansas Drug Director	HA42
	Office of Chief Counsel	DHS - Div of Policy and Legal Services (Chief Counsel's Office)	HA30
<b>Dept of Inspector General</b>	Office of Inspector General	Arkansas Fair Housing Commission	PX
	Office of Inspector General	Office of the Medicaid Inspector General	PS
<b>Dept of Labor and Licensing</b>	Abstracters Board	Arkansas Abstracter's Board of Examiners	CE
	Appraiser Licensing and Certification Board	Arkansas Appraiser Licensing and Certification Board	KN
	Auctioneer's Licensing Board	Auctioneer's Licensing Board	KP
	Board of Architects, Landscape Architects, and Interior Designers	State Board of Architects, Landscape Architects, and Interior Des.	CG
	Board of Electrical Examiners	State Board of Electrical Examiners of the State of Arkansas	HK03
	Contractors Licensing Board	Contractors Licensing Board	CN
	Division of Labor	Arkansas Div of Labor	HK
	Division of Labor	Arkansas Mediation and Conciliation Service	HK02
	Elevator Inspection and Permits	Elevator Inspection and Permits "Elevator Safety Board"	HK04
	Fire Protection Licensing Board	Arkansas Fire Protection Licensing Board	JU

	Home Inspector Registration Board	Arkansas Home Inspector Registration Board	HK01
	HVAC Licensing Board	HVACR Licensing Board	HK05
	Manufactured Home Commission	Arkansas Manufactured Home Commission	GX
	Motor Vehicle Commission	Arkansas Motor Vehicle Commission	DV
	Pawnbrokers Licensure Commission	Pawnbroker Licensure Commission	HK06
	Professional Bail Bondsman Licensing Board	Prof Bail Bond Co and Prof Bail Bondsman Lic Board	LC
	Real Estate Commission	Arkansas Real Estate Commission	CW
	State Athletic Commission	Arkansas State Athletic Commission	CH
	State Board of Barber Examiners	State Board of Barber Examiners	CJ
<b>Dept of Labor and Licensing</b>	State Board of Collection Agencies	State Board of Collection Agencies	CM
	State Board of Licensure for Professional Engineers and Professional Surveyors	State Board of Licensure for Prof Engineers and Prof Surveyors	CS
	State Board of Public Accountancy	State Board of Public Accountancy	CF
	State Board of Registration for Professional Geologists	State Board Registration for Professional Geologists	KH
	Towing and Recovery Board	Arkansas Towing and Recovery Board	LD
	Workers' Compensation Commission (AWCC)	Arkansas Workers' Compensation Commission (AWCC)	EN
<b>Dept of Parks, Heritage and Tourism</b>	Capitol Zoning District Commission	Capitol Zoning District Commission	LQ
	Division of Heritage	ADPT - Arkansas Post Museum - Gillett	HW02
	Division of Heritage	ADPT - Plantation Agriculture Museum	HW43
	Division of Heritage	Arkansas Heritage-Arkansas Arts Council - Federal	HS01
	Division of Heritage	Arkansas Heritage-Central Administration	HR
	Division of Heritage	Arkansas Heritage-Central Administration	PD



	Division of Heritage	Black History Commission of Arkansas	HR02
	Division of Parks	ADPT - Arkansas Museum of Natural Resources - Smackover	HW01
	Division of Parks	ADPT - Arkansas Parks, Recreation, and Travel Commission	HW74
	Division of Parks	ADPT - Bentonville Welcome Center	HW04
	Division of Parks	ADPT - Blytheville Welcome Center	HW05
	Division of Parks	ADPT - Bull Shoals - White River State Park - Bull Shoals/Lakeview	HW06
	Division of Parks	ADPT - Cane Creek State Park	HW07
	Division of Parks	ADPT - Central Office/Warehouse	HW08
<b>Dept of Parks, Heritage and Tourism</b>	Division of Parks	ADPT - Corning Welcome Center	HW09
	Division of Parks	ADPT - Cossatot River State Park - Natural Area	HW10
	Division of Parks	ADPT - Crater of Diamonds State Park	HW11
	Division of Parks	ADPT - Crowley's Ridge State Park	HW12
	Division of Parks	ADPT - Daisy State Park	HW13
	Division of Parks	ADPT - DeGray Lake Resort State Park	HW14
	Division of Parks	ADPT - Delta Heritage Trail State Park-Watson and Helena/West Helena	HW15
	Division of Parks	ADPT - Devil's Den State Park	HW16
	Division of Parks	ADPT - El Dorado Welcome Center	HW17
	Division of Parks	ADPT - Ft. Smith/Van Buren Welcome Center	HW18
	Division of Parks	ADPT - Hampson Archeological Museum State Park	HW19
	Division of Parks	ADPT - Harrison Welcome Center	HW20
	Division of Parks	ADPT - Helena/West Helena Welcome Center	HW21

	Division of Parks	ADPT - Historic Washington State Park	HW38
	Division of Parks	ADPT - Hobbs State Park - Conservation Area	HW03
	Division of Parks	ADPT - Jacksonport State Park - Jacksonport and Newport	HW22
	Division of Parks	ADPT - Lake Catherine State Park	HW23
	Division of Parks	ADPT - Lake Charles State Park	HW24
	Division of Parks	ADPT - Lake Chicot State Park	HW61
	Division of Parks	ADPT - Lake Dardanelle State Park	HW25
	Division of Parks	ADPT - Lake Fort Smith State Park	HW27
	Division of Parks	ADPT - Lake Frierson State Park	HW26
<b>Dept of Parks, Heritage and Tourism</b>	Division of Parks	ADPT - Lake Ouachita State Park	HW28
	Division of Parks	ADPT - Lake Poinsett State Park	HW29
	Division of Parks	ADPT - Lake Village Tourist Info Center	HW30
	Division of Parks	ADPT - Little Rock Welcome Center	HW72
	Division of Parks	ADPT - Logoly State Park	HW31
	Division of Parks	ADPT - Lower White River Museum State Park	HW44
	Division of Parks	ADPT - Mammoth Spring State Park	HW32
	Division of Parks	ADPT - Mammoth Springs Welcome Center	HW71
	Division of Parks	ADPT - Millwood State Park	HW33
	Division of Parks	ADPT - Mississippi River State Park	HW69
	Division of Parks	ADPT - Moro Bay State Park	HW34
	Division of Parks	ADPT - Mount Magazine State Park	HW35
	Division of Parks	ADPT - Mount Nebo State Park	HW36
	Division of Parks	ADPT - Old Davidsonville State Park	HW37

	Division of Parks	ADPT - Ozark Folk Center State Park	HW39
	Division of Parks	ADPT - Parkin Archeological State Park	HW40
	Division of Parks	ADPT - Petit Jean State Park	HW41
	Division of Parks	ADPT - Pinnacle Mountain State Park	HW42
	Division of Parks	ADPT - Powhatan Historic State Park	HW62
	Division of Parks	ADPT - Prairie Grove Battlefield State Park	HW45
	Division of Parks	ADPT - Queen Wilhelmina State Park	HW46
	Division of Parks	ADPT - Red River Welcome Center	HW47
	Division of Parks	ADPT - Region I Office - Russellville	HW48
<b>Dept of Parks, Heritage and Tourism</b>	Division of Parks	ADPT - Region II Office - Roland	HW49
	Division of Parks	ADPT - Region III Office - Wynne	HW50
	Division of Parks	ADPT - Region IV Office - Washington	HW51
	Division of Parks	ADPT - Region V Office - Little Rock	HW73
	Division of Parks	ADPT - Siloam Springs Welcome Center	HW52
	Division of Parks	ADPT - Texarkana Welcome Center	HW53
	Division of Parks	ADPT - Toltec Mounds Archeological State Park	HW54
	Division of Parks	ADPT - Village Creek State Park	HW55
	Division of Parks	ADPT - West Memphis Welcome Center	HW56
	Division of Parks	ADPT - White Oak Lake State Park	HW57
	Division of Parks	ADPT - Withrow Springs State Park	HW58
	Division of Parks	ADPT - Woolly Hollow State Park	HW59
	Division of Parks	Arkansas Dept of Parks and Tourism (ADPT)	HW
	Division of Tourism	The Great River Road Division	HR03

	Keep Arkansas Beautiful	Keep Arkansas Beautiful Commission	HR04
<b>Dept of Public Safety</b>	AR Victims of Crime Assistance and Crime Victim Reparations Board	Crime Victims Reparations Board	RO
	Arkansas Crime Information Center (ACIC)	Arkansas Crime Information Center	JR
	Arkansas State Crime Laboratory	Arkansas Crime Laboratory	JD
	Arkansas State Police	Arkansas State Police	JE
	Arkansas State Police	Arkansas State Police - Executive	JE13
	Criminal Investigation Division	AR State Police - Company - F	JE19
	Criminal Investigation Division	Arkansas State Police - Company - A	JE15
	Criminal Investigation Division	Arkansas State Police - Company - B	JE14
<b>Dept of Public Safety</b>	Criminal Investigation Division	Arkansas State Police - Company - C	JE16
	Criminal Investigation Division	Arkansas State Police - Company - D	JE17
	Criminal Investigation Division	Arkansas State Police - Company - E	JE18
	Division of Arkansas State Police, Crimes Against Children (CACD)	Crimes Against Children Division	RN
	Division of Emergency Management (ADEM)	Arkansas Homeland Security Advisory Group	RL
	Division of Emergency Management (ADEM)	Emergency Management	JK
	Division of Emergency Management (ADEM)	State Emergency Response Commission	RR
	Division of Law Enforcement Standards and Training (CLEST)	Arkansas Commission on Law Enforcement Standards and Training	JC
	Division of Law Enforcement Standards and Training (CLEST)	Arkansas State Police - Police Training	JE21
	Division of Law Enforcement Standards and Training (CLEST)	Arkansas State Police - Troop School	JE20
	Emergency Telephone Services Board (ETSB)	Arkansas Emergency Telephone Services Board	RK
	Fire Prevention Commission	Arkansas Fire Prevention Commission	RS

	Fire Protection Services Board	Office of Fire Protection Services	RQ
	Highway Patrol Division	Arkansas State Police - TROOP B	JE02
	Highway Patrol Division	Arkansas State Police - TROOP C	JE03
	Highway Patrol Division	Arkansas State Police - TROOP D	JE04
	Highway Patrol Division	Arkansas State Police - TROOP E	JE05
	Highway Patrol Division	Arkansas State Police - TROOP F	JE06
	Highway Patrol Division	Arkansas State Police - TROOP G	JE07
	Highway Patrol Division	Arkansas State Police - TROOP H	JE08
	Highway Patrol Division	Arkansas State Police - TROOP I	JE09
<b>Dept of Public Safety</b>	Highway Patrol Division	Arkansas State Police - TROOP J	JE10
	Highway Patrol Division	Arkansas State Police - TROOP K	JE11
	Highway Patrol Division	Arkansas State Police - TROOP L	JE12
	Highway Patrol Division	Arkansas State Police - TROOP A	JE01
	Law Enforcement Support Office	Law Enforcement Support Office	RP
<b>Dept of the Military</b>	State Military Department	Arkansas Military Dept	JF
<b>Dept of Transformation and Shared Services</b>	Department of Information Systems	Data and Transparency Panel	RA
	Department of Information Systems	Information Systems	FE
	Division of Building Authority	Building Authority Division	EF
	Employee Benefits Division	Employee Benefits Division	RB
	Employee Benefits Division	State and Public School Life and Health Insurance Board	RE
	Geographic Information Systems	Arkansas Geographic Information Systems Board	PO

	Office of Personnel Management	Office of Personnel Management	RC
	Office of Procurement	Office of State Procurement	RD
<b>Dept of Veterans Affairs</b>	AR Dept of Veteran Affairs	Arkansas Veterans' Cemetery System	RI
	AR Dept of Veteran Affairs	Arkansas Veterans' Commission	RG
	AR Dept of Veteran Affairs	County Veterans' Service Officer Programs	RH
	AR Dept of Veteran Affairs	Dept of Veterans Affairs - Central Office	EM
	AR Dept of Veteran Affairs	Veterans' Homes Division	RJ
	Disabled Veterans Services Office	Disabled Veterans Service Office	EH
	Veterans Child Welfare Service	Arkansas Veterans Child Welfare Service	EL

<b>Executive Branch</b>	AR Office of the Governor	Arkansas Office of the Governor	AQ
	AR Office of the Governor	Governor's Mansion Commission	DT
	AR Office of Treasurer of State	Arkansas Office of Treasurer of State	BB
	Arkansas Office of Attorney General	Arkansas Attorney General	AV
<b>Game and Fish Commission</b>	AR Game and Fish Commission	AR Game and Fish Commission	BF
	AR Game and Fish Commission	Arkansas Game and Fish Commission - Communications	BF02
	AR Game and Fish Commission	Arkansas Game and Fish Commission - Computer Services	BF09
	AR Game and Fish Commission	Arkansas Game and Fish Commission - Educational Services	BF10
	AR Game and Fish Commission	Arkansas Game and Fish Commission - Enforcement	BF03
	AR Game and Fish Commission	Arkansas Game and Fish Commission - Engineering and Real Estate	BF11
	AR Game and Fish Commission	Arkansas Game and Fish Commission - Fiscal	BF05

	AR Game and Fish Commission	Arkansas Game and Fish Commission - Fisheries	BF07
	AR Game and Fish Commission	Arkansas Game and Fish Commission - Human Resources	BF04
	AR Game and Fish Commission	Arkansas Game and Fish Commission - Operational Services	BF08
	AR Game and Fish Commission	Arkansas Game and Fish Commission - Wildlife Management	BF06
	AR Game and Fish Commission	Arkansas Game and Fish Commission-Administration	BF01
<b>Judicial Branch</b>	AR Judiciary	Arkansas Administrative Office of the Courts	AL
	AR Judiciary	Arkansas Court of Appeals	JW
	AR Judiciary	Arkansas Supreme Court	AP

<b>Legislative Branch</b>	AR Legislature	Arkansas House of Representatives	AA
	AR Legislature	Arkansas Legislative Audit	AD
	AR Legislature	Arkansas Legislative Council/Bureau of Legislative Research	AE
	AR Legislature	Arkansas Senate	AB
<b>Non-Cabinet Agencies</b>	AETN - Educational TV Commission	AETN - Educational TV Commission	FL
	AR Disability Determination for SSA	Disability Determination for SSA	DS
	AR Judiciary	Arkansas Office of Prosecutor Coordinator	AM
	AR Judiciary	Judicial Discipline and Disability Commission	KJ
	AR Public Employee Retirement System	Arkansas Public Employee Retirement System	EJ
	AR State Claims Commission	Arkansas State Claims Commission	EG
	AR Teacher Retirement	Arkansas Teacher Retirement	EK
	Ethics Commission	Arkansas Ethics Commission	KR
Public Defender Commission	Arkansas Public Defender Commission	LG	

	Public Service Commission	Arkansas Public Service Commission	FA
	State Board of Elections Commission	State Board of Elections Commission	LJ