

## HRMS CODING REFERENCE

### Board/Commission Members, Work Study Students, Superior Court Judges, Retired Firefighters, and other Non-Employees\*

Below is a set of guidelines for coding individuals in HRMS who are paid through the state's payroll system but are not considered state employees. Individuals not considered state employees are excluded from statewide employee headcounts and enterprise reporting.

*Note: Board/Commission Members who are salaried are considered state employees; stipend Board/Commission Members are considered non-employees. Coding guidelines for both salaried and stipend Members are included.*

Infotype Position   HR Master Data	Board/Commission Members (Salaried)	Board/Commission Members (Stipend)	Work Study Students	Superior Court Judges	Retired Firefighters	Other Non Employees				
<b>Employee Group</b>										
Employee Group	A Board/ Commission	J Non Employee	J Non Employee	8 Elected	E Retired Firefighters	J Non Employee	F NWSpecl EmplmntComp	G NW Supported Emplmnt		
<b>Acct. Assignment Features</b>										
Personnel Area	[agency specific coding]	[agency specific coding]	[agency specific coding]	0550 Admin for the Courts	2201 Vol Firefighters/ Res Officers	[agency specific coding]	[agency specific coding]			
Personnel Subarea	0013 Board/ Commission	0005 Non Employee	0005 Non Employee	0006 Judges	0007 Retired FF 0008 EMSD 0009 Reserve Officer	0005 Non Employee	0005 Non Employee			
<b>Organizational Assignment</b>										
Work Contract (Appt. Status)	25 Board/ Commission	24 Non Employee	24 Non Employee	24 Non Employee	24 Non Employee	24 Non Employee	24 Non Employee	24 Non Employee	24 Non Employee	
<b>Planned Compensation</b>										
Payroll Area	11 Semi-Monthly	11 Semi-Monthly	11 Semi-Monthly	11 Semi-Monthly	10 Monthly	11 Semi-Monthly	11 Semi-Monthly			
Pay Type	00 Non-Represented	00 Non-Represented	11 Higher Ed Admin	13 Non Employee	13 Non Employee					13 Non Employee
Pay Area	55 Board Members	55 Board Members	44 Work Study Students	37 Justices and Judges	40 Non Pay Scale	[varies per agency budget - refer to AFRS Sub Object chart below]				40 Non Pay Scale
Posts to AFRS Sub Object:	AE State Special	AE State Special	AL Higher Education Students	AN Justices and Judges	NU Pension Benefits					NW Special Employment Compensation
<b>Basic Pay</b>										
Pay Reason	[use existing reasons]	25 Non Employee	25 Non Employee	25 Non Employee	25 Non Employee	25 Non Employee	25 Non Employee	25 Non Employee	25 Non Employee	

**Notes:**

\***Non-Employees include:** ESD Participants (Wex, Americorp, WA Service, etc), EYC Crew, Naitonal Guard, Pages, Reservists, Vetcorps, WCC Crew, Underage Operatives, and Emergency Firefighters.

**AFRS Sub Object Chart - for various non employees:**

Pay Type	13 Non Employee	00 Non-Represented	00 Non-Represented
Pay Area	40 Non Pay Scale	35 Legislative	[01-08, 10, 23-29, 33, 50-53,56]
Posts to AFRS Sub Object:	AC State Exempt	AE State Special	AA Classified

**Non Employee Action Type / Action Reason Codes:**

Use the **Non Employee** action reason to identify actions on those individuals excluded from statewide employee headcounts and enterprise reporting. Non Employee action reasons are available for all Action Types.

**Interns:**

- If the wages for paid interns are not reimbursed by their school, code them as non-permanent employees rather than non-employees. Use the **Internship** action reason for New Hire, Rehire, and Concurrent Employment actions.
- If interns are part of a work study program and all or part of their wages are reimbursed by their school, code them as Non Employee Work Study Students and use the "Non Employee" action reason for all actions.