

HRMS CODING REFERENCE

Board/Commission Members, Work Study Students, Superior Court Judges, 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	Other Non Employees			
Employee Group								
Employee Group	A Board/ Commission	J Non Employee	J Non Employee	8 Elected	J Non Employee	F NWSpecl EmplymntComp		
Acct. Assignment Features								
Personnel Area	[agency specific coding]	[agency specific coding]	[agency specific coding]	0550 Admin for the Courts	[agency specific coding]	[agency specific coding]		
Personnel Subarea	0013 Board/ Commission	0005 Non Employee	0005 Non Employee	0006 Judges	0005 Non Employee	0005 Non Employee		
Organizational Assignment								
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	
Planned Compensation								
Payroll Area	11 Semi-Monthly	11 Semi-Monthly	11 Semi-Monthly	11 Semi-Monthly	11 Semi-Monthly	11 Semi-Monthly	11 Semi-Monthly	
Pay Type	00 Non-Represented	00 Non-Represented	11 Higher Ed Admin	13 Non Employee	[varies per agency budget and type of 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	
Posts to AFRS Sub Object:	AE State Special	AE State Special	AL Higher Education Students	AN Justices and Judges			NW Special Employment Compensation	
Basic Pay								
Pay Reason	[use applicable reasons]	25 Non Employee	25 Non Employee	25 Non Employee	25 Non Employee	25 Non Employee	25 Non Employee	

Notes:

Other Non-Employees include: ESD Participants (Wex, Americorp, WA Service, etc), ECY Crew, National Guard, Pages, Reservists, Vetcorps, WCC Crew, Underage Operatives, and Emergency Firefighters.

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.