

NEW HIRE AND JOB CHANGE INITIAL BENEFIT ELIGIBILITY DETERMINATION

REGULAR APPOINTMENTS

		REGULAR EMPLOYEE (Greater than 20 hours)		REGULAR EMPLOYEE (Less than 20 hours)	
DEFINITIONS	POSITION CRITERIA (AT TIME OF HIRE, JOB CHANGE OR STATUS CHANGE*)	Regularly scheduled to work 20+ hours per week		Regularly scheduled to work less than 19 hours per week	
ADOA BENEFITS	ADOA BENEFITS ELIGIBILITY	YES		NO	
	AT-WILL STATUS	<u>Uncovered</u>	<u>Covered</u>	<u>Uncovered</u>	<u>Covered</u>
	HRIS STATUS CODE	C1	A1 A4 A7	C3	A3 A6 A9
	FTE	1.0, .75, .5	1.0, .75, .5	0.25	
LEAVE PLANS	LEAVE PLAN ELIGIBILITY	YES		YES	
	SELECTING THE RIGHT LEAVE PLAN	See Annual Leave Flowchart: http://www.hr.az.gov/HRIS/PDF/notices/Annual_Leave.pdf			
ASRS PARTICIPATION	ASRS CRITERIA	An employee becomes a member of the ASRS when that employee is engaged to work at least 20 hours a week for at least 20 weeks (need not be consecutive weeks) in a fiscal year (July 1 – June 30); commonly referred to as 20/20 rule /criteria for membership.			
	ASRS ELIGIBILITY	Yes		Agency must monitor weeks worked until employee reaches 20/20 rule and on the 20th week agency must change the retirement code from 9 (no retirement) to 1 (retirement) and ADOA benefits (Benefitissues@azdoa.gov) must be notified to turn on ASRS & LTD fields	
	HRIS USERFIELD CODE	1		9	
PSPRS / CORP PARTICIPATION	PSPRS / CORP CRITERIA	An employee becomes a member of PSPRS / CORP when that employee's customary employment is for at least 40 hours per week for more than 6 months in a calendar year and is regularly assigned to hazardous duties. If a PSPRS / CORP employee works less than 40 hours per week, the employee would participate in ASRS if ASRS eligibility criteria are met.			
	PSPRS / CORP ELIGIBILITY	YES (for 40+ hours per week only)		NO (for 39.99 or less hours per week)	
	HRIS USERFIELD CODE	Select appropriate code from <u>Retirement Code List</u>		9	

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TEMPORARY APPOINTMENTS

Limited to 1500 hours per calendar year and must be scheduled to work full time for a portion of the year, periodically, intermittently, or as needed.

		SEASONAL	VARIABLE	ALL OTHER
DEFINITIONS	POSITION CRITERIA (AT TIME OF HIRE, JOB CHANGE OR STATUS CHANGE*)	Expected to be employed no longer than 6 months in a calendar year and the hours can be tied to a specific reoccurring season each year	Employee weekly hours will not be consistent and may or may not work depending on coverage needed. Employee can only be scheduled to work periodically, intermittently, or as needed. Employee cannot be regular scheduled	Any temporary appointment that does not meet "Seasonal" or "Variable Hour" definition.
ADOA BENEFITS	ADOA BENEFITS ELIGIBILITY	Employee is not eligible for benefits at time of hire	Employee is not eligible for benefits at the time of hire. Employee will be placed into a Initial Measurement Period for the first 11 months. After 11 months of employment, BSD will review employees hours and determine if employee is benefit eligible based on ACA requirements.	Benefit eligibility is based on employee work schedule. If employee is scheduled to work more than 30 hours per week, employee is benefit eligible. If employee is scheduled to work less than 30 hours per week, employee will be placed into a Initial Measurement Period. After 11 months of employment, BSD will review employee's hours and determine if employee is benefit eligible based on ACA requirements
	AT-WILL STATUS	Uncovered	Uncovered	Uncovered
	HRIS STATUS CODE	D2	D2	D1 or D2
	FTE	Varied	Varied	Varied
LEAVE PLANS	LEAVE PLAN ELIGIBILITY	NO	NO	NO
ASRS PARTICIPATION	ASRS CRITERIA	An employee becomes a member of the ASRS when that employee is engaged to work at least 20 hours a week for at least 20 weeks (need not be consecutive weeks) in a fiscal year (July 1 – June 30); commonly referred to as 20/20 rule /criteria for membership.		
	ASRS ELIGIBILITY	Agency must monitor weeks worked until employee reaches 20/20 rule and on the 20th week agency must change the retirement code from 9 (no retirement) to 1 (retirement) and ADOA Benefits Services Division (Benefitsissues@azdoa.gov) must be notified to turn on ASRS & LTD fields		
	HRIS USERFIELD CODE	9	9	9
PSPRS / CORP PARTICIPATION	PSPRS / CORP CRITERIA	An employee becomes a member of PSPRS / CORP when that employee's customary employment is for at least 40 hours per week for more than 6 months in a calendar year and is regularly assigned to hazardous duties. If a PSPRS / CORP employee works less than 40 hours per week, the employee would participate in ASRS if ASRS eligibility criteria are met.		
	HRIS USERFIELD CODE	9	9	9

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Being eligible for ADOA Benefits does not automatically make the employee eligible for retirement membership or leave accruals. Each benefit must be evaluated on its own merit.

STATUS CODE CHART

	STATUS CODE	DEFINITION
UNCOVERED	C1	Uncovered W/ Benefits
	C3	Uncovered N/ Benefits
	E1	Elected Officials W/ Benefits
COVERED	A1	Covered Permanent – W/ Benefits
	A3	Covered Permanent – N/ Benefits
	A4	Covered Promotional Probation – W/ Benefits
	A6	Covered Promotional Probation – N/ Benefits
	A7	Covered Original Probation – W/ Benefits
	A9	Covered Original Probation – N/ Benefits
TEMP	D1	Temporary – W/ Benefits
	D2	Temporary – N/ Benefits

RETIREMENT CODE CHART

RETIRMENT CODE		DEFINITION	
ASRS	ASRS	1	Retirement Eligible (use only if known on first day in position that employee will meet 20/20 rule)
		1E	Elected Officials & Judges after 1/1/14
PSPRS	PSPRS	4	Public Safety
		5	Game & Fish
		6	Attorney General Investigators
		7	Firefighters
		B	Liquor Control Officer
		F	Parks
		H	Deferred Retirement Option Plan (DROP)
	CORP	0	Corrections
		2	Juvenile Corrections
		G	DPS Dispatchers
		J	DPS Detention Officer
EORP	3	Elected Officials & Judges prior to 1/1/14	
	3E	Elected Officials & Judges after 1/1/14	
OTHER	OTHER	9	No Retirement Contributions
		S*	Supplement Benefit Retirement Program for qualified public safety officers

FTE CODE CHART

FTE	HOURS
1	40+ hours per week
0.75	30 – 39.99 hours per week
0.5	20 – 29.99 hours per week
0.25	19.99 or less hours per week