

# NEW HIRE AND JOB CHANGE INITIAL BENEFIT ELIGIBILITY DETERMINATION

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.

		REGULAR POSITIONS	
		20+ HOURS REGULAR EMPLOYEE	≤19 HOURS REGULAR EMPLOYEE
DEFINITIONS	<b>POSITION CRITERIA</b> <i>- AT TIME OF HIRE, JOB CHANGE OR STATUS CHANGE*</i>	<ul style="list-style-type: none"> <li>Regularly scheduled to work 20+ hours per week</li> </ul>	<ul style="list-style-type: none"> <li>Regularly scheduled to work less than 19 hours per week</li> </ul>
ADOA BENEFITS	<b>ADOA BENEFITS ELIGIBILITY</b>	YES	NO
	<b>HRIS STATUS CODE &amp; FTE</b>	<b>NOTE:</b> Once the initial determination to remain in this status unless the employee's ADOA Benefits is made, the employee will remain in this status unless the employee has a job change which will require a re-determination.	
		<u>UNCOVERED</u> C1  FTE = 1.0, .75, .50 See <b>STATUS CODE &amp; FTE CHART</b>	<u>COVERED</u> A1 • A4 • A7  FTE = .25 See <b>STATUS CODE &amp; FTE CHART</b>
LEAVE PLANS	<b>ELIGIBILITY</b>	YES	YES
	<b>SELECTING THE RIGHT LEAVE PLAN</b>	See Annual Leave Flowchart: <a href="http://www.hr.az.gov/HRIS/PDF/notices/Annual_Leave.pdf">http://www.hr.az.gov/HRIS/PDF/notices/Annual_Leave.pdf</a>	
ASRS PARTICIPATION	<b>ASRS CRITERIA</b>	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.	
	<b>ASRS ELIGIBILITY</b>	YES	<ul style="list-style-type: none"> <li>Agency must monitor weeks worked until employee reaches 20/20 rule</li> <li>On 20<sup>th</sup> week agency must change the retirement code from 9 (no retirement) to 1 (retirement) and ADOA benefits (<a href="mailto:Benefitissues@azdoa.gov">Benefitissues@azdoa.gov</a>) must be notified to turn on ASRS &amp; LTD fields</li> </ul>
	<b>HRIS USERFIELD CODE</b>	1	9
PSPRS / CORP PARTICIPATION	<b>PSPRS / CORP CRITERIA</b>	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.	
	<b>PSPRS / CORP ELIGIBILITY</b>	YES (for 40+ hours per week only)	NO (for 39.99 or less hours per week)
	<b>HRIS USERFIELD CODE</b>	Select appropriate code from <a href="#">Retirement Code List</a>	9

\* Before updating an employee to a non-benefits eligible status due to job or status change, please consult with ADOA benefits to ensure compliance with ACA.

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		TEMPORARY POSITIONS		
		Limited to 1500 hours per calendar year		
		SEASONAL	VARIABLE HOUR	ALL OTHER
DEFINITIONS	POSITION CRITERIA <i>- AT TIME OF HIRE, JOB CHANGE OR STATUS CHANGE*</i>	<ul style="list-style-type: none"> <li>Expected to be employed no longer than 6 months</li> <li>Same defined season recurring each year</li> </ul>	<ul style="list-style-type: none"> <li>Weekly hours will not be consistent and may or may not work depending on coverage needed.</li> <li>Cannot determine if average of 30 hours will be worked each week in a 12 month period</li> </ul>	<ul style="list-style-type: none"> <li>Any position that does not meet the "Seasonal" or "Variable Hour" definition</li> </ul>
	EXAMPLES OF JOBS CLASSIFICATION	Coliseum – State Fair Only Fire Fighters Nursing	Parks Rangers Pool Employees: Agriculture Inspectors Substitute Teachers	
ADOA BENEFITS ELIGIBILITY	ADOA BENEFITS ELIGIBILITY UPON HIRE	<b>NOTE:</b> <ul style="list-style-type: none"> <li>Once the initial determination for ADOA Benefits is made, the employee will remain in this status unless the employee has a job change which will require a reevaluation of eligibility (i.e. employee goes from temp to regular position)</li> <li>ADOA Benefits will conduct the annual review based in the employee's hire date to determine continued participation/eligibility and notify the agency each year.</li> </ul>		
	HRIS STATUS CODE & FTE	D2	D2 FTE = 1.0, .75, .50, .25 <b>See STATUS CODE &amp; FTE CHART</b>	D1 D2
LEAVE PLANS	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	<ul style="list-style-type: none"> <li>Agency must monitor weeks worked until employee reaches 20/20 rule</li> <li>On 20<sup>th</sup> week agency must change the retirement code from 9 (no retirement) to 1 (retirement) and ADOA benefits (<a href="mailto:Benefitissues@azdoa.gov">Benefitissues@azdoa.gov</a>) must be notified to turn on ASRS &amp; LTD fields</li> </ul>		
	HRIS USERFIE	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.		
	PSPRS / CORP	NO	NO	NO
	HRIS USERFIE	9	9	9

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## FTE CHART

FTE	HOURS	EMPLOYMENT STATUS
1.00	40+ hours per week	Full Time
.75	30 – 39.99 hours per week	Part Time
.50	20 – 29.99 hours per week	Part Time
.25	19.99 or less hours per week	Part Time

## STATUS CODE CHART

HRIS STATUS CODE		DEFINITION
<b>UNCOVERED</b>	C1	Uncovered W/ Benefits
	C3	Uncovered N/ Benefits
	E1	Elected Officials W/ Benefits
<b>COVERED</b>	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
<b>TEMP</b>	D1	Temporary – W/ Benefits
	D2	Temporary – N/ Benefits

## RETIREMENT CODE CHART

RETIRMENT CODE		DEFINITION
<b>ASRS</b>	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
<b>PSPRS</b>	<b>PSPRS</b>	4 Public Safety
		5 Game & Fish
		6 Attorney General Investigators
		7 Firefighters
		B Liquor Control Officer
		F Parks
		H Deferred Retirement Option Plan (DROP)
		<b>CORP</b>
	2 Juvenile Corrections	
	G DPS Dispatchers	
	J DPS Detention Officer	
	<b>EORP</b>	
		3E Elected Officials & Judges after 1/1/14
<b>OTHER</b>	OTHER	9 No Retirement Contributions
		S* Supplement Benefit Retirement Program for qualified public safety officers