



Personnel Status Code Added - Maine

APTAWEB-3834

Introduction

The Personnel Status Code field has been added to the Master Position and the Employee Job. When selecting this field in the Master Position it will allow the default for the job to be set. The Personnel Status Code on the job will be used for reporting to MEPERS and lessen the need for edits of this field on the report. The Personnel Status Code on the Employee will continue to be used for the Unemployment reporting of seasonal or not.

To access this field in Master Position go to Human Resources > Master Position Management.

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Home -> Human Resources -> Master Position Management

Master Position Detail

Begin Date: 07/01/2024 End Date: 06/30/2025 FTE: 1.0000

Salary Schedule:

Rate: Hours Per Day: 7.00

Contract Days: 239 Salary: \$1.00

Account Code: Allocation

PERS Reportable:

Contract

Contract Type: Multiple Jobs: No

Custom Fields

Position Classification Code:

Personnel Status Code:

Figure 1: Master Position Detail



To access this field in Employee Jobs go to Human Resources > Employee Jobs

The screenshot shows a web application window titled "Edit Employee Job". The window has a dark header bar with the title and a close button. Below the header, the main content area is titled "Finance and Personnel Director". The form contains several fields: "Contract Status" (dropdown), "Contract Date" (calendar icon, value: 01/01/2023), "Approved Date" (calendar icon), "Account Code" (text: 1000-0000-2500-1180-900, with a sub-label "BUSINESS STAFF SALARIES" and an "Allocation" button), "Comment" (text area), and "PERS Reportable" (dropdown, value: No). Below these fields is a section titled "Payroll" with a dropdown arrow, and a section titled "Custom Fields" with a dropdown arrow. The "Custom Fields" section contains: "Position Classification Code" (dropdown), "Plan Class Code" (dropdown), "Personnel Status Code" (dropdown, highlighted with a red arrow), "Full-Time Per Week" (text input), "Weeks Per Year" (text input), and "FTE Annual Amount" (text input). At the bottom of the form is a row of buttons: "Save", "Save and Add", "Copy Job To", "Close Job", "Remove Job From Payroll", "Payment Plan", "Payment Plan Distribution", and "Cancel".

Figure 2: Employee Jobs