Hire Transactions: Quick Reference

Updated May 5, 2016
Hire Entry Types and Applications

Important Information: When an individual accepts a faculty or staff position at Clemson University, the HR partner must determine 1) whether the person is a new, returning or existing employee and 2) what type of hire entry is appropriate for the circumstance.

New employee—an individual with no work history with Clemson University
Former employee—an individual with previous work history with Clemson University
Existing employee—an individual currently employed by Clemson University
Student worker—a Clemson student employed by the University in a student position

Additional Information: Hire entry types and applications include:
- Manage Hires—use to hire a new employee or rehire a former employee when a job opening has been created for the position. See the Manage Hires section (page 3) for more information.
- Add a Person—use to hire a new employee when a job opening has not been created and the job did not post. See the Add a Person section (page 14) for more information.
- Rehires—use to hire a former CU employee or a former student worker when a job opening has not been created. See the Rehires section (page 23) for more information.
- Add Employment Instance—use when adding an additional job for an existing employee or student worker. See the Add Employee Instance section (page 30) for more information.

Note: Guidance for processing non-paid workers and promotions/demotions and transfers is available in separate documents. For non-paid workers (contingent workers or persons of interest) see the Processing a Non-Paid Worker user guide. For promotions, demotions and transfers see the Promotions/Demotions and Transfers quick reference.

For guidance specific to hiring a student worker, see the Student Hire Transactions quick reference.
Manage Hires

Manage Hire is the hire type used to hire a new employee or rehire a former employee when a job opening has been created for the position.

When the position will be posted and recruited for, job openings are generally created for the following position types: faculty or staff full-time equivalent (FTE), time-limited (TLP), temporary grant (TGP), temporary and intermittent.

STEP 1
Sign in to PeopleSoft using your Clemson user ID and password.

STEP 2
Navigate to Workforce Administration > Personal Information > Manage Hires.

You will be directed to the Manage Hires page.
**Quick Reference: Hire Transactions**

**STEP 3**
Select "Source" from the Select Transactions Where drop-down menu and select "Recruiting Solutions" from the Equals drop-down menu. **Click Refresh.**

A list of candidates ready to be hired will appear in the Hire Transactions section after you click Refresh.

**STEP 4**
Click the hyperlink for the name of the candidate to be hired.

You will be taken to the Manage Hires Detail page.

**Important Information:** Review the position information on the Manage Hires Detail page to ensure you have accessed the correct position.
**Quick Reference: Hire Transactions**

**STEP 5**
**Select** “Hire” from the Type of Hire drop-down menu. **Enter** the effective date the employee will begin work in the Desired Start Date box. **Note:** If rehiring a former employee, enter the Clemson Employee ID number in the Empl ID text box.

**STEP 6**
If hiring a new employee (no work history with Clemson University), select Create new Org Instance in the Org Instance section. If rehiring a former Clemson employee, select Use existing Org Instance.

If hiring a new employee, select Create New Assignment to create a new position record. If rehiring a former Clemson employee, select Use Existing Assignment.

**STEP 7**
**Click** Add Person to have the employee’s personal information default into the PeopleSoft record.

**Important Information:** Comments related to the candidate and the offer letter details will be included in the Hire Information section.
Important Information: If the employee’s personal information is on file or was included on the employee’s application, the biographical details will automatically populate into the PeopleSoft record. If the employee’s personal information is not on file, you will need to enter this information into the PeopleSoft record.

STEP 8
Enter today’s date.
Note: You will be able to change the effective date to the actual hire date in the Job Data section. For now, enter today’s date.

STEP 9
Note: The display name will show the name listed on the application. If the display name does not match the name on the employee’s Social Security card, you will need to edit the name in PeopleSoft such that the PeopleSoft record exactly matches the Social Security card.

To edit the name, click Add Name and complete the appropriate fields.

STEP 10
Enter the requested biographic information and history.

STEP 11
Select “Social Security Number” from the National ID Type drop-down menu.
Enter the Social Security number (without dashes) in the National ID Field.
Click Contact Information.
**STEP 12**
Select Add Address Detail. **Enter** all requested information. **Click** OK to return to the previous page.

**STEP 13**
Enter the phone type and telephone number. You must check at least one number as preferred. **Enter** the email type and email address. **Do not** check a preferred email address.

**STEP 14**
Click the Regional tab.

**STEP 15**
Enter the ethnic group and military status, if known.

**STEP 16**
Click the Organizational Relationships tab.
Quick Reference: Hire Transactions

STEP 17
Check Employee and click Add Relationship.

STEP 18
Enter the effective date (first day the employee reports to work).
Note: If hiring a new employee, this should match the effective date provided in the personal information.

STEP 19
New Employees:
Select “Hire” as the Action.
Select “New Hire,” “Temporary Assignment,” “Temporary Grant” or “Time-limited” (based on the type of position being hired into) as the Reason.
Former Clemson Employee:
Select “Rehire” as the Action and the Reason.

STEP 20
Verify the position number. Select the Job Information tab.

Important Information: If hiring a current employee into a different position, please refer to the Promotion/Demotion and Transfer user guide for instructions.
STEP 21
Verify that the Job Code, Reports To, Regular/Temporary, Full/Part, Classified Ind, Standard Hours and Listed Supervisor fields are correctly populated.

STEP 22
Choose the appropriate employee class from the Empl Class drop-down menu.

DO NOT change the FLSA or EEO class information.

STEP 23
Choose the applicable payroll group from the options provided by clicking the search icon.

Pay groups include:
- 12H—applicable for positions paid by the hour
- 12L—applicable for positions paid an annual salary
- FED—applicable for positions designated as federal
- INT—applicable for intermittent positions where the majority of the work time is spent teaching
- 9MA—applicable for positions set as 9-month (i.e., faculty)
STEP 24
Select the rate code. NAANNL is used to establish an annual base salary rate. NAHRLY is used to establish an hourly salary rate.

Clicking “Calculate Compensation” is required; if this step is omitted you will receive an error message when you try to save the hire entry.

STEP 25
Enter the comp rate, which is either the employee’s annual salary or the hourly rate. Ensure the frequency is the same in the Compensation section and the Pay Components section. Click Calculate Compensation.

STEP 26
Verify the business title and the position phone number.
STEP 27  Click the Cu Business Addr tab and enter the business address.

STEP 28  Select either “By Percent” or “By Amount” as the earnings distribution type.

STEP 29  Enter the percent of distribution or the amount for each account code. Click Edit Account Code to enter the combination code.

Add additional account numbers by clicking the plus icon and entering the account information. The earning distribution must equal 100 percent or the full amount of the overall salary.
**STEP 30**

Select the Benefits Program Participation tab.
Enter the effective date (hire date) and the appropriate Benefit Program Participation code.
(See purple box below.)

Benefit Program options include:
- 9MO for 9-month faculty members
- GRD for graduate students
- GST for faculty and staff on grants
- NEL for undergraduate students, adjunct employees or others who are not eligible for any type of benefits
- STA for employees in FTE positions
- TLR for employees in time-limited positions
- TMP for employees in temporary or intermittent positions

For more information, see the appendix at the end of this document.
Quick Reference: Hire Transactions

**STEP 31**
Select CU Review/Tenure Status tab to enter the new employee’s next review date or tenure information.

**STEP 32**
Staff member into a FTE position: Enter the next review date. If this is a new staff member, this should be one year from the date of hire.
Tenure-track faculty member: Update the faculty tenure status by entering the Clemson faculty rank date and Clemson faculty rank. Choose the appropriate tenure status and penultimate/post-tenure review date.

**Note:** If the faculty member has already established tenure, enter the Clemson tenure date.

**STEP 33**
Click OK to be taken to the CU Vault Matching Identity page. The employee’s ID and personal information appear at the top of the page.

**STEP 34**
Click the search icon (magnifying glass) to determine if a CUID already exists for this employee.

If a match is found, verify the birthdate and Social Security number to ensure the found CUID belongs to this individual. If verified, click the radio button and click OK to link the employee ID and Clemson ID number.

If no match is found, click Create New Identity in Vault.

**Important Information:** If it is necessary to enter an ACA Override Type for this employee, please refer to the ACA Override Type quick reference for instructions.
Add a Person is the hire type used for a new employee when a position is not posted and a job opening has not been created.

- Add a Person is generally used for a student hire or a direct hire/employee who is being waived into a position. Add a Person can be used to complete a hire entry for the following types of position when the position was not posted or recruited for: faculty or staff full-time equivalent (FTE), time-limited (TLP), temporary grant (TGP), temporary or intermittent.

**STEP 1**
Sign in to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Workforce Administration > Personal Information > Manage Hires.
STEP 3
Click Add Person to enter the employee’s personal information into PeopleSoft.

You will be directed to the Biographical Details page.

STEP 4
Enter the requested information in the Biographic Information and Biographical History sections.

STEP 5
Under the National ID section, select “Social Security Number” from the National ID Type drop-down and enter the Social Security number (without dashes) in the National ID field.
STEP 6
Select Add Address Details then enter the address in the new window. Click OK to return to the previous window.

STEP 7
Select the phone type from the drop-down menu and enter the telephone number. At least one number must be checked as preferred. Select the email type from the drop-down menu and enter the email address. Do not check a preferred email address.

STEP 8
Enter the ethnic group and military status, if known. Click Organizational Relationships to move forward.
STEP 9 Check Employee, and then click Add Relationship.

STEP 10 Enter the effective date (hire date) the employee will begin work. Note: If hiring a new employee, this should match the effective date provided in the personal information.

STEP 11 Verify the Action and Reason. **New employee:** Action = Hire Reason = New Hire, Temporary Assistant, Temporary Grant or Time-limited (based on the position type). **Former employee:** Action = Rehire Reason = Rehire. **Current employees** moving to a different position: refer to the Promotion/Demotion and Transfer user guide for instruction.

STEP 12 Verify the position number.
STEP 13 Verify that the Job Code, Reports To, Regular/Temporary, Full/Part, Classified Ind and Standard Hours fields are correctly populated. Verify the listed supervisor.

STEP 14 Choose the appropriate employee class from the Empl Class drop-down menu.

DO NOT change the FLSA or EEO class information.

STEP 15 Choose the applicable pay group from the options provided using the search icon.

Pay groups include:
- 12H—applicable for positions paid by the hour
- 12L—applicable for positions paid an annual salary
- FED—applicable for positions designated as federal
- INT—applicable for intermittent positions where the majority of the work time is spent teaching
- 9MA—applicable for positions set as 9-month (i.e., faculty)
STEP 16
Select the rate code. NAANNL is used to establish an annual base salary rate. NAHRLY is used to establish an hourly salary rate.

STEP 17
Enter the comp rate, which is either the employee’s annual salary or the hourly rate. Ensure the frequency is the same in the Compensation Section and the Pay Components section. Click Calculate Compensation.

Clicking “Calculate Compensation” is required; if this step is omitted, you will receive an error message when you try to save the hire entry.

STEP 18
Verify the business title and the position phone number.
Quick Reference: Hire Transactions

STEP 19
Click the CU Business Addr tab.
Enter the business address.

STEP 20
Enter the account codes.

STEP 21
Select either ‘By Percent’ or ‘By Amount’ as the earnings distribution type.
Enter the percent of distribution or the amount for each account code.

STEP 22
Click Edit Account Code to enter the account, fund, department, program code, class field and project grant number.

Important Information: The earnings distribution must equal 100 percent or the full amount of the overall salary.
STEP 23

Enter the effective date (Hire Date) and the appropriate benefit program participation code. Ensure that the effective date in the Benefit Program Participation section matches the effective date in the hire record.

The program code will dictate the benefits, leave options and retirement options available to the employee. Benefit Program options include:

- 9MO for 9-Month faculty members
- GRD for graduate students
- GST for faculty and staff on grants
- NEL for undergraduate students, adjunct employees or others who are not eligible for any type of benefit
- STA for employees in FTE positions
- TLR for employees in time-limited positions
- TMP for employees in temporary or intermittent positions

For more information, see the appendix at the end of this document.
Step 25
Tenure-track faculty member:
Update the faculty tenure status by entering the Clemson faculty rank date and Clemson faculty rank. Choose the appropriate tenure status and penultimate/post-tenure review date. Note: If the faculty member already has tenure established, enter the Clemson tenure date.

Step 24
Staff member into an FTE position:
Enter the next review date. If this is a new staff member, this should be one year from the date of hire.

Step 26
Click OK to go to the CU Vault Matching Identity page. The employee's ID and personal information appear at the top of the page.

Step 27
Select Find to determine if a CUID already exists for this employee. If a match is located, verify the birthdate and Social Security number to ensure the found CUID belongs to this individual. If verified, click the radio button and click OK to link the employee ID and the CUID. If no matches are found, select Create New Identity in Vault.

Important Information: If it is necessary to enter an ACA Override Type for this employee, please refer to the ACA Override Type quick reference for instructions.
Rehire

**Rehire** is the hire type used when the individual being hired into the position has previously worked for Clemson University and a job opening has not been created for the position.

Note: If a job opening has been created, please use Manage Hires to process this hire transaction.

**STEP 1**
Sign in to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Workforce Administration > Job Information > Job Data.
**STEP 3**
Enter the employee’s Empl ID, name, national ID or Clemson University ID number. **Click** Search to see the employee’s job record. If your results yield more than one record, verify the information on the record you select.

**STEP 4**
Click the plus icon on the Work Location tab to add a new history row. Enter the effective date (Hire Date). If the hire date is the same as the previous termination date, change the effective sequence to one number about the previous row.

**STEP 5**
Choose “Rehire” as the Action and “Rehire” as the Reason. **Verify** the position number and title. If hiring into a temporary assignment, temporary grant or time-limited position, enter the position number. If hiring a student worker or an intermittent employee, enter the department number.
STEP 6 Verify the information in the Job Code, Regular/Temporary, Full/Part, Classified Ind, and Standard Hours fields. Verify the supervisor’s information.

STEP 7 Choose the appropriate employee class from the drop-down menu.

DO NOT change the FLSA or EEO class information.

STEP 8 Choose the applicable pay group from the options provided using the search icon (magnifying glass).

Pay groups include:
- 12H—applicable for positions paid by the hour
- 12L—applicable for positions paid an annual salary
- FED—applicable for positions designated as federal
- INT—applicable for intermittent positions where the majority of the work time is spent teaching
- 9MA—applicable for positions set as 9-month (i.e., faculty)
**STEP 9**
Select the rate code. NAANNL is used to establish an annual base salary rate. NAHRLY is used to establish an hourly base salary rate.

**STEP 10**
Enter the comp rate, which is either the employee's annual salary or the hourly rate.
Ensure the frequency is the same in the Compensation section and the Pay Components section.
Click Calculate Compensation.

Clicking "Calculate Compensation" is required; if this step is omitted, you will receive an error message when you try to save the hire entry.

**STEP 11**
Verify the business title and position phone number.
**Quick Reference: Hire Transactions**

**STEP 12**
Click on the CU Business Addr tab. **Enter** the business address.

**STEP 13**
Enter the account codes. **Select** either “By Percent” or “By Amount” as the earnings distribution type.

**STEP 14**
Click Edit Account Code to enter the account, fund, department, program code, class field and project grant number.

**Important Information:** To add additional account numbers, click the plus icon and enter the account information. The earnings distribution must equal 100 percent or the full amount of the overall salary.
STEP 15
Enter the effective date and the appropriate benefit program code. Ensure the effective date in the Benefit Program Participation section matches the effective date in the hire record.

The program code will dictate the benefits, leave options, and retirement option available to the employee. Benefit Program options include:
- 9MO for 9-Month faculty members
- GRD for graduate students
- GST for faculty and staff on a grant
- NEL for undergraduate students, adjunct employees or others who are not eligible for any type of benefits
- STA for employees in FTE positions
- TLR for employees in time-limited positions
- TMP for employees in temporary or intermittent positions.

For more information, see the appendix at the end of this document.
**STEP 16**  
Staff member into an FTE position:  
**Enter** the next review date. If hiring a new staff member, this should be one year from the date of hire.

**STEP 17**  
Tenure-track faculty member:  
**Update** the faculty tenure status by entering the Clemson faculty rank date and Clemson faculty rank.  
**Choose** the appropriate tenure status and penultimate/post-tenure review date.  
**Note:** If the faculty member already has tenure established, enter the Clemson tenure date.

**Important Information:** If it is necessary to enter an ACA Override Type for this employee, please refer to the *ACA Override Type* quick reference for instructions.
Add Employment Instance is the hire type used to add an additional job for an individual who is already employed by Clemson University.

- Add Employment Instance is generally used for student workers who are working multiple part-time jobs across several departments.

**STEP 1**
Sign in to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Workforce Administration > Personal Information > Person Organizational Summary.
STEP 3
Enter the employee’s Empl ID, name or national ID. Click Search to see the employee’s job record. If your results yield more than one record, verify the information on the record you select.

STEP 4
Click View All to see all employee record numbers (Empl Rcd Nbr’s).

STEP 5
Navigate to Workforce Administration > Job Information > Job Data.
STEP 6
Enter the employee’s Empl ID and the next Empl Rcd Nbr. Click Add Relationship.

STEP 7
Click the Work Location tab to enter the position information. Click the plus icon to add a new row and enter the effective date (hire date). If the hire date is the same as the previous termination date, change the effective sequence to one number about the previous row.

STEP 8
Choose “Hire” from the Action drop-down menu and “Additional Job” from the Reason drop-down menu.

STEP 9
Enter the position number if hiring into a temporary assignment, temporary grant or time-limited position. Enter the department number if hiring a student worker or intermittent employee.
STEP 10
Click the Job Information tab. Verify the information in the Job Code, Regular/Tempor ary, Full/Part, Classified Ind and Standard Hours fields. Verify the supervisor’s information.

STEP 11
Choose the appropriate employee class from the Empl Class drop-down menu.

DO NOT change the FLSA or EEO class information.

STEP 12
Click the Payroll Information tab. Choose the applicable pay group from those provided.

Pay groups include:
- 12H—applicable for positions paid by the hour
- 12L—applicable for positions paid an annual salary
- FED—applicable for positions designated as federal
- INT—applicable for intermittent positions where the majority of the work time is spent teaching
- 9MA—applicable for positions set as 9-month (i.e., faculty)
**STEP 13**
Select the rate code. NAANNL is used to establish an annual base salary rate. NAHRLY is used to establish an hourly salary rate.

**STEP 14**
Enter the comp rate, which is either the employee’s annual salary or the hourly rate. Ensure the frequency is the same in the Compensation section and the Pay Components section. Click Calculate Compensation.

Clicking “Calculate Compensation” is required; if this step is omitted, you will receive an error message when you try to save the hire entry.

**STEP 15**
Verify the business title and the position phone number.
Quick Reference: Hire Transactions

STEP 16
Click the CU Business Addr tab. Enter the business address.

STEP 17
Choose the Earnings Distribution tab. Select either “By Percent” or “By Amount” as the earnings distribution type.

STEP 18
Enter the percent of distribution or the amount for each account code. Click Edit Account Code to enter the account, fund, department, program code, class field and project grant numbers.

Important Information: To add additional account numbers, click the plus icon and enter the account information. The earnings distribution must equal 100 percent or the full amount of the overall salary.
The program code will dictate the benefits, leave options, and retirement option available to the employee. Benefit Program options include:

- 9MO for 9-Month faculty members
- GRD for graduate students
- GST for faculty and staff on grants
- NEL for undergraduate students, adjunct employees or others who are not eligible for any type of benefits
- STA for employees in FTE positions
- TLR for employees in time-limited positions
- TMP for employees in temporary or intermittent positions

For more information, see the appendix at the end of this document.

**Important Information:** Ensure the effective date in the Benefit Program Participation section matches the effective date in the hire record. If it is necessary to enter an ACA Override Type for this employee, please refer to the *ACA Override Type* quick reference for instructions.
**Add Emergency Contact**

**STEP 1**  
Sign in to PeopleSoft using your Clemson user ID and password.

**STEP 2**  
Navigate to Workforce Administration > Personal Information > Personal Relationships > Emergency Contact.
Quick Reference: Hire Transactions

STEP 3
Enter the employee’s Empl ID, name or national ID. Click Search to see the employee’s emergency contact record.

STEP 4
Enter the contact’s name and address if the emergency contact is for a new employee. If the emergency contact has the same address or phone number as the employee, check the “same as” box. Click the plus icon to add a new emergency contact and enter the contact’s name and address.

STEP 5
Check the Primary Contact checkbox for the primary emergency contact. Employees are required to have at least one primary contact. Enter the contact’s phone number. Click Save.

STEP 6
Click Other Phone Numbers to add additional phone numbers. Click the plus icon to add more phone numbers in the Other Phone Numbers section.
Add Driver’s License

STEP 1
Sign in to PeopleSoft using your Clemson user ID and password.

STEP 2
Navigate to Personal Information > Biographical > Driver’s License Data.

STEP 3
Enter the driver’s license number, select the issuing country and state and the license type from the available options. Add a new license by clicking the plus icon and filling out the required information. Click Save.
## Benefit Program Code Descriptions and Benefits (revised 03/01/2016)

<table>
<thead>
<tr>
<th>Description</th>
<th>Reg/ Temp</th>
<th>Standard Hours</th>
<th>Retirement</th>
<th>State Ins</th>
<th>Annual Leave</th>
<th>Grant Leave</th>
<th>Sick Leave</th>
<th>Comp Leave</th>
<th>Misc. Leave</th>
<th>Supp Ret</th>
<th>Workers' Comp</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA</td>
<td>R</td>
<td>30+</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>9MO</td>
<td>R</td>
<td>30+</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>TLR</td>
<td>R</td>
<td>20-29</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>TLR</td>
<td>R</td>
<td>20-29</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>FED</td>
<td>R</td>
<td>37.5</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>GFT</td>
<td>T</td>
<td>30+</td>
<td>Yes</td>
<td>Yes</td>
<td>TLP Only*</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>TPS</td>
<td>T</td>
<td>20-29</td>
<td>Yes</td>
<td>No</td>
<td>TLP Only*</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>TPS</td>
<td>T</td>
<td>20-29</td>
<td>Yes</td>
<td>No</td>
<td>TLP Only*</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>TPS</td>
<td>T</td>
<td>&lt;20</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>TMP</td>
<td>T</td>
<td>All</td>
<td>Yes</td>
<td>Non-Student</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>TPS</td>
<td>T</td>
<td>All</td>
<td>Yes</td>
<td>Non-Student</td>
<td>Yes**</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>MTP</td>
<td>T</td>
<td>All</td>
<td>Yes</td>
<td>Non-Student</td>
<td>Yes**</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>MTP</td>
<td>T</td>
<td>All</td>
<td>Yes</td>
<td>Non-Student</td>
<td>Yes**</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>MTP</td>
<td>T</td>
<td>All</td>
<td>Yes</td>
<td>Non-Student</td>
<td>Yes**</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>GND</td>
<td>T</td>
<td>All</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>NEL</td>
<td>T</td>
<td>All</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### NOTES:

* Annual Leave for TLP and Grant Personal Leave for TGP are non-payable upon termination or non-transferable to or from a FTE position.

** Effective January 1, 2016, Benefit Program Codes STA, 9MO, GFT, TPS, TPS, MTP and MTP are eligible for the following State insurance options:
  * State Health Plan (Savings Plan and Standard Plan)
  * State Dental Plan
  * Dental Plus
  * State Vision Plan
  * MoneyPlus
    * Pretch Group Insurance Premium Feature
    * Health Savings Account (for employees who enroll in the Savings Plan)
  * MoneyPlus Medical Spending Account, Limited-Use Medical Spending Account, and Dependent Care Spending Account
  * Basic Life, Optional Life, and Dependent Life Insurance
  * Basic and Supplemental Long Term Disability

*** ACA Override Type VTEACH and VAVE may be in MTP or MTS Ben Prop Code if they measure full time.