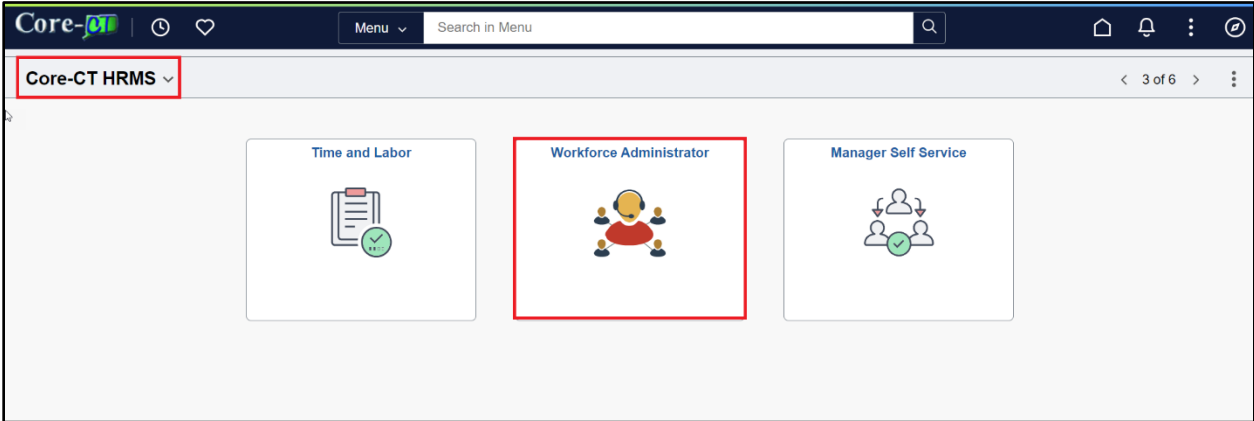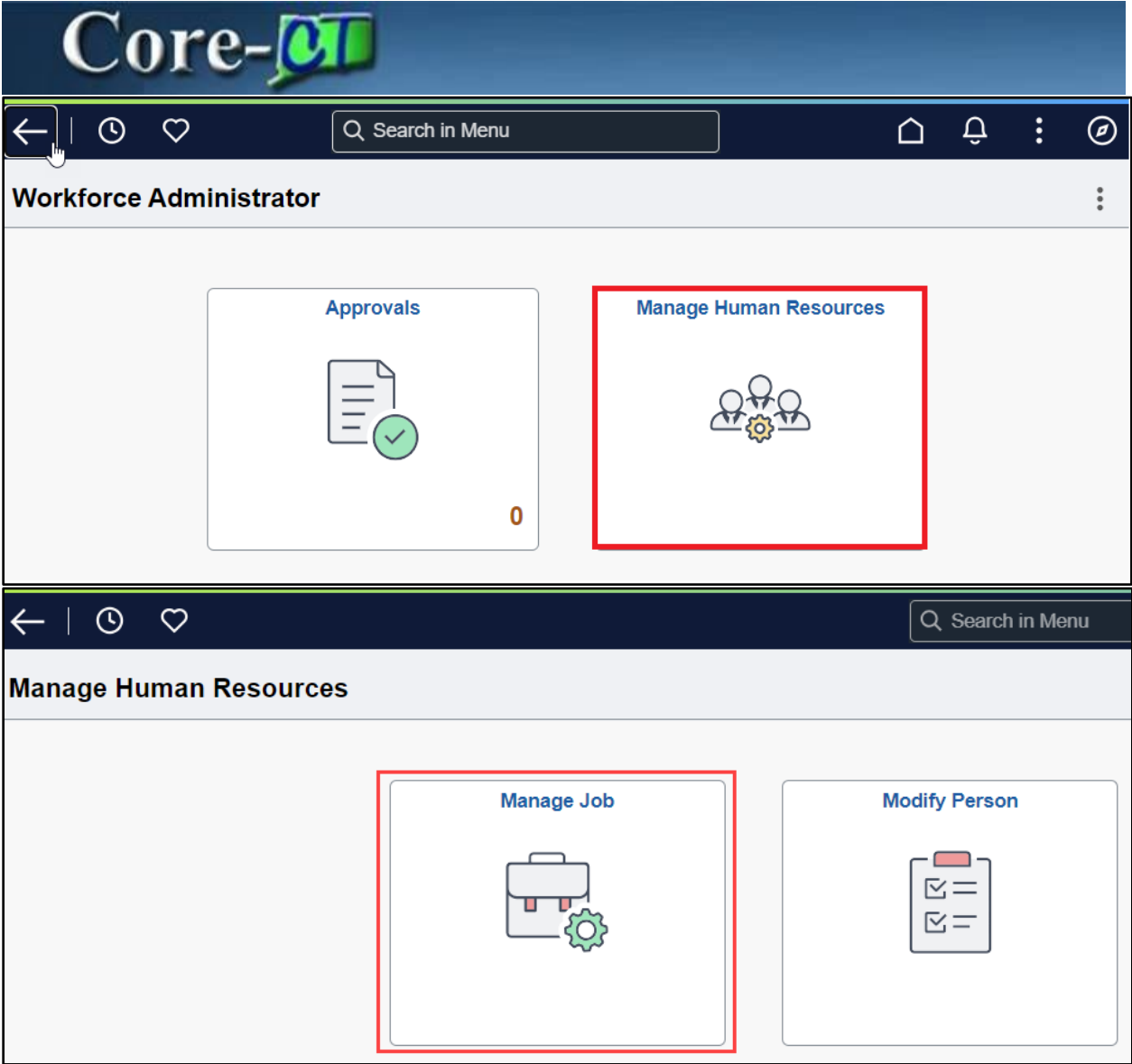# Employee Class

In Core-CT, job data transactions have an Appointment Type associated with each row. This field is located in the Job Information section titled Employee Class.

*Select **Core-CT HRMS***
*Click **Workforce Administrator** Tile*
*Click **Manage Human Resources** Tile*
*Click **Manage Job** Tile*

The following is a list of Appointment Types located in Core-CT:

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Employee Class	Long Description	Short Description	Comments
AP	Appointed Initial 6 Months	ApptIn6Mos	• Appointed Officials serve at the pleasure of the Governor/other Elected Official or Agency Head/Appointing Authority. • Appointed officials need not serve a probationary period. • Six months of service is monitored for eligibility for certain benefits, i.e., group life insurance, vacation leave and personal leave (PL) usage. • Once the employee completes six months of service, the Empl Class field should be set to 'Permanent'.
CC	Contractual - No Benefits	Contractor	• For use by UNIVS SetID and DCJ ONLY. • Employee Class is not eligible for Benefits.
CO	Contractor - No Benefits	Contractor	• Personal Services Agreement ONLY. • Do not use for state employees. • Employee Class is not eligible for benefits. • Employee Class maps to Earning Account 50130.
CU	Contractual - University	CntrcUnivs	• For use by UNIVS SetID Only. • Employee Class is entitled to Benefits. • If FTE less then .50, part time Higher Education employees assume 100% of premiums.
DL	DOL – Intermittent	DOL Interm	• For use by Department Of Labor Only. • Employee Class allows for health and life insurance if all other eligibility factors are met.
DU	Durational	Duration	• Durational is used for a variety of reasons: • If appointment is to an authorized durational position. • If the employee is assigned to a position being held for another

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			employee who is on workers' compensation or who is on unpaid leave of absence (consistent with Regulation 5-248-6). • If the applicable collective bargaining agreement definition of a durational employee is met. • Employee must have an Appointment End Date. • Employee Class allows for benefit enrollment if all other eligibility factors are met. • Do not use Durational for a Temporary Service in a Higher Class assignment – use WW code. • Do not use Durational for a Temporary Service in a Higher Class assignment – use WW code.
EA	Emerg/Prov Pending Exam	E/P/PendEx	• Emergency/Provisional pending an agency promotional examination. • Employee must have an Appointment End Date. • Aggregate time of emergency appointment can not exceed two months. • Provisional appointments must be approved by DAS prior to the entry. • Employee can not be placed in EA unless first placed in VV, VS, VA, or VM.
EE	Emergency 2 months or less	Emrg2mo/ls	• Employee must have an Appointment End Date. • Aggregate time of emergency appointment can not exceed two months within a fiscal year.
EM	Emerg/ProvPndMPS/DPEP	E/PpndMPDP	• Inactivated as of 10/1/2004 • Emergency/Provisional pending an agency DPEP (MPS) examination process. • Employee must have an Appointment End Date.

			• Aggregate time of emergency appointment can not exceed two months. • Provisional appointments must be approved by DAS prior to the entry. • Employee can not be placed in EM unless first placed in VV, VS, VA, or VM.
ES	Emerg/Prov Pending St Wide	E/PpndStWd	• Emergency/Provisional pending a statewide promotional examination. • Employee must have an Appointment End Date. • Aggregate time of emergency appointment can not exceed two months. • Provisional appointments must be approved by DAS prior to the entry. • Employee can not be placed in ES unless first placed in VV, VS, VA, or VM.
EU	Emergency Unclassified		• For use by CSU Only (Bargaining Units 21, 22, and 23). • Employee hired without a job search for emergency reasons for a limited time period.
EV	Emerg/ProvPending Opn Comp	E/PpndOpCm	• Emergency/Provisional pending an open competitive examination. • Must have an Appointment End Date. • Aggregate time of emergency appointment can not exceed two months. • Provisional appointments must be approved by DAS prior to the entry. • Employee can not be placed in EV unless first placed in VV, VS, VA, or VM.
FT	UConn Failed Tenure	UOCFailTen	• For use by UConn only • Employee has failed tenure

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GI	Graduate Intern	GradIntern	• For use by UNIVS SetID ONLY for employees in job code 8106VR. • Employee Class is not eligible for benefits.
GR	Graduate Assistants	GradAstCSU	• For use by CSU ONLY for part time employees in job code 4185. • Employee Class is not eligible for Benefits. • Job Code maps to Earning Account 50200.
GU	Graduate Assistants UCHC	GrdAstUCHC	• For use by UCHC ONLY for employees in job code 4185. • Employee Class allows for benefit enrollment if all other eligibility factors are met. • Needed for Core Financial GL processing.
IC	Probation Initial Period Class	PrPrdInCls	• Employee is serving in an initial working test period in the classified service. • Employee must have a Probation Date which reflects the final day of the working test period.
II	Intermittent	Intrmtnt	• Intermittent employees shall not be considered permanent employees. • Employees must be part time. • Employee Class is entitled to health benefits, but not life insurance.
IP	Inmate/Patient Employee	InmtPtntEe	• For use by Employees in job code 4112 ONLY. • Employee Class is not eligible for benefits. • Employee Class maps to Account 54750.
IU	Probation Initial Period Uncls	PrPrdInUnc	• Employee is serving in an initial working test period in the unclassified service. • Employee must have a Probation Date which reflects the final day of the working test period.
JT	Judicial Temporary	JUD Temp	• For use by JUDCL SetID ONLY.

			• Employee Class maps to Account 50120.
LD	Lite Duty Workers Comp	LitDtyWC	• Employees returning to Light Duty from Workers Compensation. • Employee must have an Appointment End Date. • This value has been inactivated as of 7/17/2009
LS	Student Laborer	StudntLbr	• For use by UNIVS SetID Only. • Employee Class is not eligible for benefits. • Employee Class maps to Account 50140.
OT	OLM Temp and Legislator	OLMTmpLeg	• For use by LEGMN SetID Only. • Employee class maps to Account 50120.
PB	Probation Period Classified	ProbPrdCls	• Employee is serving in a working test period in the classified service. • Employee must have a Probation Date which reflects the final day of the working test period.
PP	Permanent	Permanent	• An employee in the classified service who has completed an initial working test period. • Or an employee holding a position in unclassified service who has served in such a position for a period of more than six months. •
PT	UConn Pending Tenure	UOCPendTen	• For use by UConn only • UConn jobs on tenure track. Normally the maximum time on may spend in the tenure track is seven years.
PU	Probation Period Unclassified	ProbPrdUnc	• Employee is serving in a working test period in the unclassified service. • Employee must have a Probation Date which reflects the final day of the working test period.
RR	1373VR Job Code Tmp/Wrk Ret	Retiree	• Employee is currently retired from the State of Connecticut.

			• Employee must be in job code 1373VR. • Employee Class is not eligible for benefits. • Hire/Rehire action reason must reflect Rehired Retiree. •
SA	Special Appointment Higher Ed	SpcAsgHiEd	• For use by UNIVS SetID ONLY. • CCC job codes that may get benefits or UCONN Special Payroll job code with leave plan only. • Part time Higher Education less then .50 FTE assumes 100% of premiums.
SD	Selective Service	SelectSvs	• For use by NP-6 and P-1 employees authorized for the selective duty program or light duty. • Employee must have an Appointment End Date.
SL	Seasonal	Seasonal	• Employee Class is not eligible for Benefits. • Example of use: Summer Workers, EP Seasonal.
TA	Temp Prv Pending Agency	T/P PndAg	• Temporary/Provisional pending an agency promotional examination. • Employee must have an Appointment End Date. • Provisional appointments must be approved by DAS prior to the entry. • Employee can not be placed in TA unless first placed in VV, VS, VA, or VM.
TD	Temp Day No End Date	TmpDaNoEnd	• Non permanent employees who are ineligible for benefits and who work on an unscheduled, as needed basis. (Example: Per Diems or Sub Teachers) • No Appointment End Date is needed.

TM	Temp Prov Pending MPS/DPEP	T/PpdMPSDP	• Inactivated as of 10/1/2004 • Temporary/Provisional pending an open competitive examination. • Employee must have an Appointment End Date. • Provisional appointments must be approved by DAS prior to the entry. • Employee can not be placed in TM unless first placed in VV, VS, VA, or VM.
TN	Tenured	Tenured	• For use by UNIVS SetID ONLY.
TP	Trainee-Initial WTP Complete	Trainee	• Employee has completed their Initial Working Test Period. • Employee is in a Trainee job classification. • Employee remains in a Working Test Period for training purposes. • Trainees will not receive Annual Increments through the mass AI process, but will appear on the Exception Report Agencies must check the employee's collective bargaining agreement to determine if the trainee is eligible for an AI prior to completion of the training program and process manually if eligible.
TS	Temp Prov Pending State Wide	T/PpdStWd	• Temporary/Provisional pending a statewide promotional examination. • Employee must have an Appointment End Date. • Provisional appointments must be approved by DAS prior to the entry. • Employee can not be placed in TS unless first placed in VV, VS, VA, or VM.
TT	Temp 6 months or less	Tmp6mos/ls	• Used to process a temporary appointment made in accordance with 5-235 when such appointment is not

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			connected with an extended provisional situation. • Employee must have an Appointment End Date.
TV	Temp/Prov Pending Open Comp	T/PpndOpnC	• Temporary/Provisional pending an open competitive examination. • Employee must have an Appointment End Date. • Provisional appointments must be approved by DAS prior to the entry. • Employee can not be placed in TV unless first placed in VV, VS, VA, or VM.
UA	University Assistant-CSU	UnivAstCSU	• For use by CSU Only. • For SU-Assistant (Job code - 8105) that get health and dental benefits. (Benefits should be set up like the Lecturers – Job code - 7839)
UR	UConn Grad Assist Research	UOCGradRSH	• For use by UConn only. • UConn Graduate Assistants in the GEU/UAW in Job Code 4185GA - Performing Research • Employee Class allows for benefit enrollment if all other eligibility factors are met.
US	UConn Grad Assist R&T	UOCGradR&T	• For use by UConn only. • UConn Graduate Assistants in the GEU/UAW in Job Code 4185GA - Performing Research & Teaching • Employee Class allows for benefit enrollment if all other eligibility factors are met.
UT	UConn Grad Assist Teach	UOCGradTCH	• For use by UConn only. • UConn Graduate Assistants in the GEU/UAW in Job Code 4185GA - Performing Teaching • Employee Class allows for benefit enrollment if all other eligibility factors are met.

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VA	Prov Pending Agency	ProvPendAg	• Provisional pending a DAS administered agency promotional examination. • Aggregate time of provisional appointment can not exceed six months within a fiscal year. (See note below for appointment extensions.) • Provisional appointments must be approved by DAS prior to the entry. • Employee must have an Appointment End Date.
VM	Prov Pend MPS/DPEP	PRpndMPSDP	• Inactivated as of 10/1/2004 • Provisional pending an agency administered examination under the merit promotional process, now called the Decentralized Promotional Examination Process (DPEP). • Aggregate time of provisional appointment can not exceed six months within a fiscal year. (See note below for appointment extensions.) • Provisional appointments must be approved by DAS prior to the entry. • Employee must have an Appointment End Date
VS	Prov Pending State Wide	PRpndStWd	• Provisional pending a State wide promotional examination. • Aggregate time of provisional appointment can not exceed six months within a fiscal year. (See note below for appointment extensions.) • Provisional appointments must be approved by DAS prior to the entry. • Employee must have an Appointment End Date.
VT	UConn Tenure pending Visa	UOCTenVisa	• For use by UConn only.

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			• UConn jobs on tenure track, but with a Visa Status preventing tenure award. • Normally the maximum time one may spend in the tenure track is seven years.
VV	Prov Open Comp to 6 months	PRopn-cp6m	• Provisional pending an open-competitive examination. • Aggregate time of provisional appointment can not exceed six months within a fiscal year. (See note below for appointment extensions.) • Provisional appointments must be approved by DAS prior to the entry. • Employee must have an Appointment End Date.
WS	UConn Work Study Student	UConn Work Study Student	• For use by UConn only. • Student Laborers working and paid with Work Study Award/Financial Aide.
WW	Temp Serv in a Higher Class	TSHC	• Used for employee's serving Temporary Service in a Higher Class. • TSHC appointments must be approved by DAS prior to the entry. • Employee must have an Appointment End Date.

EMPLOYEE CLASS RELATIONSHIP TO BENEFITS: The Employee Class field is one of several fields which impact benefits by determining the Benefit Participation Program. Each class is configured to either allow or not allow enrollment based on eligibility and on other factors such as Action/Reason, FTE, Reg/Temp, Job Indicator, Job Code, Full/Part time, etc.

MULTIPLE POSITIONS: If an employee works in two or more positions and is entitled to benefits as a result of the combined hours, an eligibility field in Benefits Program Participation must be overridden by Central Benefits.

EMPLOYEE CLASS APPOINTMENT EXTENSIONS: If provisional appointments for VV, VS, VA or VM need to be extended beyond the six month provisional maximum, and additional time is needed because an examination list has not yet been promulgated or other factors, an agency may request an extension of the employee's non-permanent appointment status on either a temporary or emergency basis by using the following codes: EV, ES, EA, EM, TV, TS, TA, and TM.

APPOINTMENT END DATE: Appointment End Date field is located in Job on the Employment Data section Click on USA Flag at bottom of page.

PROBATION DATE: Probation Date field is located in Job on the Employment Data section Probation Date should be entered reflecting the final day of the working test period. Once an employee has completed their working test period, the effective date of the completion row in Job should be the first full day of their completion. Example: An employee is hired on November 15, 2024 with a six month working test period. The Probation Date should be May 14, 2025. Once the employee has completed the WTP a job data row is entered for May 15, 2025 with an Action of DTA – Data Change and a Reason of WTC – Working Test Period Complete