

### Employee Class Codes in Position Data

Employee Class codes are entered on the Kansas Information page in Position Data and default into Job Data for position incumbents. The codes identify general employee groups.

Positions are created as either Classified or Unclassified and Regular or Temporary. Not all Employee Class codes are appropriate for all positions. For example, a code of F (Unclass Temp Not Ben Elig) is not correct for a Classified Temporary position.

The chart below shows the codes to use for position types. All classified positions should use only the codes O or T. The code for unclassified positions depends on the specifics of the position you are creating. For example, use the Empl Class code L (Unclass Temp Ben Elig) for an Unclassified/Temporary position that is to receive benefits. Empl Class code O (All Other) is the most frequently used code. Use Empl Class code O if the position you are creating does not fit into one of the specific class codes.

Important Note: Generally, unclassified temporary employees are not eligible for leave accrual. Codes L & P enable leave accrual for Unclassified Temporary employees.

Employee Class Codes	Position Types		
	Classified (Regular; Temporary)	Unclassified/Regular	Unclassified/Temporary
D - Daily Paid		X	X
F - Unclass Temp Not Ben Elig			X
H - Resident Worker			X
L - Unclass Temp Ben Elig			X
M - Elected Officials Not Lv Elig		X	
O - All Other	X	X	X
P - Special Project			X
S - Student			X
T - Trainee	X		
V - Governor's Trainee			X