



DEPARTMENT OF ADMINISTRATIVE SERVICES

165 Capitol Avenue, Hartford, CT 06106-1658

TO: Agency Heads and Agency HR Directors

DATE: April 26, 2016

RE: Core-CT Coding for Layoff and related Transactions- Revised

To the extent that personnel actions are entered into CORE-CT as a result of actions associated with State employee layoffs, agency human resources staff are reminded that every effort must be made to ensure all data is correct when entering these transactions. **Extra care and diligence with regard to the data entry of these transactions will ensure accurate data upon which all of us will need to depend in the future.** This memo is being revised to address the code to be used when an individual who is out on workers' compensation is impacted by layoff (TWB/LWC).

Please utilize the following codes when accounting for employees affected by layoffs:

Paid Leave of Absence – PLA	ATH	Paid Leave of Absence Authorized Used in order to pay employee being relieved of duties during notice period due to position elimination. Employee continues to receive pay and benefits.
Rehire – REH	RLO	Rehire from Layoff List Used when an employee who has been laid off is rehired through the Reemployment/SEBAC process.
Termination – TER	FWT	Fail WTP, Return Layoff/Reempl Used to terminate an employee who has been hired from the Layoff/Reemployment list. The termination is due to his/her failure of a working test period and upon the termination, the employee is then returned back to the Reemployment /SEBAC list.
Termination – TER	LAY	Layoff Due to Lack of Work Used in order to terminate an employee as a result of a layoff due to a lack of work. <i>No extension of health benefits results from this code, i.e., the employee is placed on COBRA beginning the month following the termination date.</i>
Termination – TER	NPL	Non-perm Layoff Reemployment Used to terminate a non-permanent employee who holds rights to be placed on the Reemployment /SEBAC list.
Termination – TER	ORB	Other Retirement Not Vested Used to terminate an employee for the purpose of a retirement that is not listed within any other code (not vested). <i>Typical example of this type of retirement is one where the employee has been noticed for layoff and is given the option to retire in lieu of layoff.</i>

Terminated with Benefits – TWB	LAY	Layoff Due to Lack of Work Used in order to terminate an employee as a result of a layoff due to a lack of work. <i>This option extends health insurance benefits for 4 months, which includes the month of layoff, for designated employees with rights to such benefits.</i>
Terminated with Benefits – TWB	LWC	Layoff Due to Lack of Work Continue to Receive Workers' Compensation Used in order to terminate an employee as a result of a layoff due to lack of work. <i>This option allows for continuation of health benefits in accordance with CGS § 31-284b</i>
Transfer – XFR	DLL	Demotion in Lieu of Layoff Used to transfer an employee to a lower-level position in lieu of being laid off.
Transfer – XFR	TLL	Transfer in Lieu of Layoff Used to transfer an employee into a different position with the same or comparable job code in lieu of being laid off.

For easier tracking of the authorized paid leave on timesheet, a new Override Reason Code, **RLDUT**, has been created for use with the Time Reporting Code **LOPD** effective April 1, 2016. The Override Reason Code is a reportable field in both Core-CT and in EPM.

Additional information concerning the coding of these transactions may be found via the Core-CT Human Resources [Job Aids](#) .

Questions concerning this information may be directed via email to Shari.Grzyb@ct.gov, Program Manager – Statewide HR Management Division, Business Rules & Central Audit Unit.

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