

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR H-300</b>
		<b>EMPLOYEE SUB-GROUP</b>
<b>ISSUE DATE:</b> March 6, 2007	<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> HR Guide H-300 dated March 13, 2006	<b>CHANGES:</b> Updates Table H-300B to add sub-groups PR and SC and change sub-groups SN, S4 and S8.	

## I. POLICY

Personnel assignments require employee sub-group identification so that pay and benefits will be properly administered.

## II. DEFINITIONS:

- **Employee Group** is the six major groups of employee positions: Single Salaried; Pooled Salaried; Pooled Hourly; Retired; and Contingent Staff.
- **Employee Sub-Group** is a group of employees whose position assignments are characterized by common employment duration, receipt of medical benefits, payroll frequency, retirement deductions, general ledger account, and wage type which are further defined as follows:
  - **Employment Duration** is the period of time for which a person holds an assignment.
  - **Medical Benefits** is the health and related benefits program for eligible active and retired employees of the District.
  - **Payroll Frequency** is the District's monthly or semi-monthly "paycheck" distribution cycle.
  - **Retirement Deductions** is eligibility for contributions to a retirement system.
  - **General Ledger** is required when a particular assignment must be charged to an instructional general ledger (G/L) account. The default is determined by a Personnel Sub-Area (PSA) / Employee Sub-Group (ESG) table.
  - **Wage Type** is the basic elements of the SAP payroll system consisting of payments (earnings) and deductions.

## III. REQUIREMENTS

- A. Personnel assignment codes used in the District's computer system facilitate accuracy with related business process including, but not limited to, budgeting, personnel, benefit administration, payroll, accounting, and to support mandated reporting requirements to outside agencies.
- B. Employee Groups (EE) and Employee Sub-Group (ESG) codes are specific personnel structure codes that reflect the Human Resource portion of the District's computer system process that denote specific personnel rules applicable to employee assignments in each particular group. As such, Human Resources Division is responsible for defining these codes. An individual employee

can be assigned to multiple positions each of which may have different employee sub-groups. See HR P-130, Additional Assignments, for details.

- C. **Code Structure:** Each data element of the code identifies the status of employment, and for active employees, benefit eligibility, the manner in which time is reported, and applicable payroll calendar.
1. **Employee Group:** The first digit of a two-digit code that represents position type. Table H-300A, Employee Groups, below identifies and defines Employee Group (EE) codes.
  2. **Employee Sub-Group:** Table H-300B, Personnel Assignment Employee Sub-Group, below, identifies the two-digit ESG codes and their use.
- D. **Accounting Requirements:** ESG codes, in conjunction with Personnel Sub-Area (PSA) codes, are related to the general ledger (G/L) accounts maintained by the Controller's Office. See HR Guide H-320, General Ledger (GL), PSA-ESG Relationships for details.

TABLE H-300A EMPLOYEE GROUPS			
EE GROUP	CODE	DEFINITION	REMARKS
Single Salaried	S	A position that is eligible for regular, permanent, or continuing status and paid a set salary each monthly or semi-monthly pay period.	<ul style="list-style-type: none"> <li>• A position may not exceed 1 FTE unless employee is on an official leave of absence and the position is simultaneously filled by a substitute.</li> <li>• Employees work a set work schedule.</li> </ul>
Pooled Salaried	P	A position that is not eligible for regular, permanent, or continuing status and paid a set salary each monthly pay period.	<ul style="list-style-type: none"> <li>• A position may exceed 1 FTE because multiple part time employees may be assigned to one position.</li> <li>• Employees work a set work schedule.</li> </ul>
Pooled Hourly	H	A position that is not eligible for regular, permanent or continuing status and paid according to the number of hours worked during the monthly or semi-monthly pay period.	<ul style="list-style-type: none"> <li>• Position may exceed 1 FTE</li> <li>• Employees do not have work schedule set up in the system. Examples include: adjunct counselors, librarians, non-classroom faculty, summer assignments, student employees, professional experts, classified employee retirees.</li> </ul>
Retired	R	Employees who separate from the District and submit retirement forms to STRS, PERS, or PARS.	Entry into SAP system by Human Resources, District Office only.
Contingent Staff	C	Legislative advocates and volunteers who are eligible for Worker's Compensation but may not receive any pay.	Entry into SAP system by Human Resources, District Office only.

TABLE H-300B EMPLOYEE SUB-GROUPS							
CODE	SUB-GROUP	SERVICE <sup>1</sup>	EMPLOYMENT DURATION	BENEFIT ELIGIBILITY	RETIREMENT DEDUCTION	PAYROLL FREQUENCY	GENERAL LEDGER
<b>Employee Group: S / Single Salaried</b>							
SM	Regular, Medical Benefits	A, C	Permanent	Yes	Yes	Monthly	Standard
SN	Temporary, Medical Benefits, Leave to Higher	C <sup>2</sup>	Temporary	Yes	No	Monthly	Standard
SR	Academic Retiree, Medical Benefits	A	Temporary	Yes	No	Monthly	Standard
SL	Academic Temporary, Medical Benefits	A	Temporary	Yes	Yes	Monthly	Standard
SC	Academic Temporary, Medical Benefits, Leave to Higher	C <sup>2</sup>	Temporary	Yes	Yes	Semi-Monthly	Standard
S2	Regular, Medical Benefits	C <sup>3</sup>	Permanent	Yes	Yes	Semi-Monthly	Standard
S3	Instructional Aide, Medical Benefits	C	Permanent	Yes	Yes	Semi-Monthly	Instruction
S4	Instructional Aide, Medical Benefits, Leave to Higher	C <sup>3</sup>	Temporary	Yes	Yes	Semi-Monthly	Instruction
S8	Classified Temporary, Medical Benefits, Leave to Higher	C <sup>3</sup>	Temporary	Yes	Yes	Semi-Monthly	Standard
<b>Employee Group: P / Pooled Salaried</b>							
PM	Temporary, Medical Benefits	A	Temporary	Yes	Yes	Monthly	Standard
PN	Temporary, No Medical Benefit	A	Temporary	No	Yes	Monthly	Standard
PR	Retiree, Temporary, Medical Benefits	A	Temporary	Yes	No	Monthly	Standard
PE	Elected Officer, Medical Benefit	U	Temporary	Yes	Yes	Monthly	Standard
<b>Employee Group: H / Pooled Hourly</b>							
HL	Academic Temporary, Medical Benefits	A	Temporary	Yes	Yes	Monthly	Standard
HM	Retiree, Medical Benefits	A, C, U	Temporary	Yes	No	Semi-Monthly Monthly	Standard
HR	Retiree, No Medical Benefits	A, C, U	Temporary	No	No	Semi-Monthly Monthly	Standard
HN	Temporary, No Medical Benefits	C, U	Temporary	No	Yes <sup>4</sup>	Semi-Monthly Monthly	Standard
H2	Returning Retiree, Instructional Aide, Medical Benefits	C <sup>2</sup>	Temporary	Yes	No	Semi-Monthly	Instruction
H3	Temporary, Instructional Aide, No Medical Benefits	C <sup>2</sup>	Temporary	No	Yes	Semi-Monthly	Instruction
<b>Employee Group: R / Retired</b>							
RM	Retiree, Medical Benefits		Retired	Yes			
RN	Retiree, No Medical Benefits		Retired	No			
R5	Retiree / Survivor, 50 % Medical Benefits		Retired	Yes			
R7	Retiree / Survivor, 75% Medical Benefits		Retired	Yes			
RS	Retiree Deceased with Survivor		Retired	Yes			
RD	Retiree Deceased, No Survivor		Retired	No			
RB	Survivor, 100% Medical Benefits		Retired	Yes			
<b>Employee Group: C / Contingent Staff</b>							
CM	Contingent Staff, Medical Benefits	U	Temporary	Yes			
CN	Contingent Staff, No Medical Benefits	U	Temporary	No			
<sup>1</sup> Service Codes: A = Academic Service C = Classified Service U = Unclassified Service <sup>2</sup> These codes are only used for regular-status (benefited) employees who are on leave to a temporary assignment For non-regular status employees working temporarily,, use Employee Group H, Pooled Hourly or Group P, Pooled Salaried. <sup>3</sup> For instructional aide assignments, use Sub-Group Code S3. <sup>4</sup> Student employees have no retirement deduction.							

IV. **ADDITIONAL SOURCES**

**SAP DOCUMENTATION**

[LACCD Enterprise Structure](#)