



## **employeestatus**



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Click ▼ to select one of the following one-character codes indicating the employee's status. This field is required.

When extracting for state reporting, staff records with a pay type of 1-3 are extracted if the **Employee Status** is 1 - *Active professional*, 2 - *Active auxiliary per*, 3 - *Retired*, 4 - *Resigned*, 5 - *On Leave*, or A - *Long Term Substitute*.

0 - *Pending* - An employee with a pending status indicates that the employee is new or inactive with a demo record. The employee does not need to be active to have payroll records set up in CYR or NYR. However, for NYR budget purposes, the employee must have payroll records in NYR. And, for CYR payroll purposes, the employee must have payroll records in CYR.

- 1 - *Active professional*
- 2 - *Active auxillary per*
- 3 - *Retired*
- 4 - *Resigned*
- 5 - *On Leave*
- 6 - *Substitute*
- 7 - *Substitute retired*
- 8 - *Temporary*
- 9 - *Other*
- A - *Long Term Substitute*