

- In order to maintain data integrity in Paycom, it is important to make sure employees are the proper Status code.
- Below are guidelines for coding employees:
  - Active Employees: actively working (within 30 days) and not in another status code
  - Terminated Employees: not actively working or in another status code
  - Teachers: move employees into a Teacher code if they fall into one of the scenarios below
  - Leave of Absence Employees: move employees into a LOA code if they are in one of the Leave of Absence codes below

### Teachers

Teachers	Always active unless terminated by school
Substitute Teachers	Will receive a push-report from Paycom if inactive during the subsequent academic year. Strongly advise termination.
Alternates	Will receive a push-report from Paycom if inactive during the subsequent calendar year. Strongly advise termination.
Coaches and Adjuncts	Will receive a push-report from Paycom if inactive during the subsequent academic year. Strongly advise termination.

**Note:** Paycom termination and re-hire process has been tremendously simplified

### Leave of Absence

- Please make sure you are working with the Human Resource Team before moving an employee into a Leave of Absence status code.

<b>Federal Law - Family Medical and Leave Act (FMLA)</b>	12 weeks of unpaid, job-protected leave (accrued leave can be substituted instead of taking unpaid leave; teachers on contracts can only use FMLA sick or FMLA personal accruals, as they do not get vacation or PTO)
<b>Short-Term Disability</b>	Unpaid except for waiting period which can either be paid or unpaid (accrued leave can be substituted instead of taking unpaid leave; teachers on contracts can only use sick or personal accruals to cover the waiting period, as they do not get vacation or PTO)
<b>Long-Term Disability</b>	Unpaid
<b>Military Leave/Reserve Duty</b>	Paid in accordance with applicable state and federal laws/USERRA Non-FMLA related
<b>Educational Leave</b>	Unpaid up to 6 months after FT employment for 2 years
<b>Domestic Violence/Abuse Leave</b>	8 days of unpaid leave but may use accrued leave (some states refer to this as "Safe Leave")
<b>Sabbatical/Professional</b>	Paid options determined in Faculty Handbook and per Rector For seminary faculty only
<b>Workers' Compensation</b>	First 3 days paid from accrued leave; Runs concurrently with FMLA/Leave Without Pay (LWOP)