

PUBLIC SERVICE PENSION PLAN

# EMPLOYER EMPLOYMENT STATUS CODES

Please use only the employment status codes listed in the table below when reporting your bi-weekly payroll (P-File) data. If an employee's employment status is not described in the table below, please contact us at: [employerenquires@provident10.com](mailto:employerenquires@provident10.com), or 709.701.3355 for further instructions.

Employment Code Status	Description
AALE	authorized unpaid leave
ACTI	paying contributions to pension plan
ALAY	currently laid off
ATRP	transferred to a new pension plan
AULE	unauthorized unpaid leave
DAPG	deceased, benefits to be determined
RAPG	retired from active status
TEPG	employment terminated; inactive status

**PLEASE NOTE:**

1. When you change an employment status code, you are required to change the employment status code date in your P-File to reflect the effective date of the new status code.

2. When you change an employment status code to either of the codes listed below, please report the new status code and the status code date for two subsequent payrolls, following the effective date of the new status code, and then remove the plan member from any future bi-weekly payroll files.

- **ALAY** (plan member currently laid off)
- **DAPG** (plan member deceased; benefits to be determined)
- **RAPG** (plan member retired from active status)
- **TEPG** (plan member employment terminated, inactive status)

If two reporting periods are insufficient to finalize your payroll data reporting for an employee, please continue reporting the new status code and status code date until all PSPP payroll data has been reported for the employee and then remove the person from your payroll files.

Plan members will be placed on pension payroll on the 15th pay period in each month, with subsequent payments occurring semi-monthly.