***Please distribute this alert to any users within your agency who are responsible for time administration.***

**Non-Permanent (NP) Employees Coded as Time Management Status (TMS) 9**

* Information regarding systems processing of Non-Permanent employees coded as Time Management Status (TMS) 9

This alert is to serve as a reminder to all agencies that **only** Non-Permanent (NP) employees **whose work hours are expected to be consistent with their assigned work schedule** should be coded as Time Management Status (TMS) 9 on IT0007. TMS 9 employees are guaranteed to be paid their base hours from their assigned work schedule. It is very important that substitutions (IT2003) be entered whenever a TMS 9 employee’s assigned work hours are changed. **To avoid incorrect payment of wages**, a paid/unpaid absence entry is required, **before payroll processing**, for a NP employee coded as TMS 9 who does **not** work the assigned hours (recorded on IT0007 or IT2003) based on their work schedule.

If a Non-Permanent employee’s work hours are expected to be varied (the number of hours worked biweekly differ), the TMS on IT0007 should be coded as TMS 1. TMS 1 requires all hours worked to be entered in CATS. Employees will only be paid for the hours that are entered by the pay processing date. For additional information on Time Management Status please reference [Time Alert 2010-12](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4259&&PageID=647542&level=4&css=L4&mode=2&in_hi_userid=151745&cached=true) issued 05/20/2010.

**Questions?**   
If you have any questions regarding this alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007, Option 2.