

Worksheet Guide

WS #	Worksheet Name	Use for:
"A" Worksheets for New Hires		
A-0	ACA Employee Status	<ul style="list-style-type: none"> • New hires specifically defined as not benefits eligible (e.g., students)
A-1	Hourly and Salaried Employees	<ul style="list-style-type: none"> • New hires (salaried and hourly, other than seasonal work)
A-2	Seasonal	<ul style="list-style-type: none"> • New hires (hired for a job that recurs each year)
A-3	Faculty	<ul style="list-style-type: none"> • New hires, all faculty
A-4	Legislators, Judges, Newly Appointed Officials	<ul style="list-style-type: none"> • Newly elected and full-time appointed officials of the legislative and executive branches of state government and Judges and Justices
A-5	Transfers	<ul style="list-style-type: none"> • Informational for handling benefits eligible employees that transfer between agencies with or without a break in coverage
"B" Worksheets for Retrospective Review/Changing Positions		
B-1	Salary, Hourly, and Seasonal	<ul style="list-style-type: none"> • Employee was not eligible when completed the Worksheet A-1 or A-2 (when first hired), but a change in the work pattern requires review
B-2	Faculty	<ul style="list-style-type: none"> • Faculty was not eligible when completed A-3 worksheet (new hire), but a change in the work pattern requires review, or • Q/S-Q/S faculty working second consecutive quarter or semester
B-2a	Faculty - Maintaining Benefits using Q/S-to-Q/S Review	<ul style="list-style-type: none"> • For faculty currently eligible for the employer contribution and require ongoing review of eligibility each quarter/semester to maintain benefits
B-3	Faculty - 2-year averaging	<ul style="list-style-type: none"> • Faculty requesting 2-year averaging
B-3a	Faculty - Maintaining Benefits using 2-year averaging	<ul style="list-style-type: none"> • For faculty currently eligible for the employer contribution through two-year averaging and require periodic review of eligibility to maintain the employer contribution through two-year averaging
B-4	Hourly/Salaried Employee changing positions	<p>Currently eligible for the employer contribution with an employee or employer-initiated:</p> <ul style="list-style-type: none"> • Permanent decrease in work hours • Reduction in the duration of the position • Change in position, including reversion
B-5	Seasonal Employee changes positions or returns to work during their off-season	<p>Currently eligible for the employer contribution with an employee or employer-initiated:</p> <ul style="list-style-type: none"> • Permanent decrease in work hours • Reduction in the duration of the position • Change in position, including reversion
B-6	Hourly/Salaried Employee with a change in employment status due to layoff	<p>Currently eligible for the employer contribution with a change in employment status due to layoff:</p> <ul style="list-style-type: none"> • Permanent decrease in work hours • Reduction in the duration of the position • Change in position, including reversion
B-7	Seasonal Employee with a change in employment status due to layoff	<p>Currently eligible for the employer contribution with a change in employment status due to layoff:</p> <ul style="list-style-type: none"> • Permanent decrease in work hours • Reduction in the duration of the position • Change in position, including reversion

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"C" Worksheets for Leaving Work either Temporarily or Permanently		
C-1	Approved Leave	Employee is leaving work due to: <ul style="list-style-type: none"> • Approved leave without pay • Educational leave • Time loss/workers comp, or • Employee is appealing a dismissal
C-2	Approved FMLA	<ul style="list-style-type: none"> • Employee is on approved FMLA
C-3	Faculty - Summer and Off-quarter/semester coverage	<ul style="list-style-type: none"> • Summer, off-quarter or semester eligibility for all faculty working quarter/semester-to-quarter/semester
C-4	Seasonal	<ul style="list-style-type: none"> • Off-season eligibility for the employer contribution for seasonal employees
C-5	Military Leave	<ul style="list-style-type: none"> • Less than 31 days
C-6	Military Leave	<ul style="list-style-type: none"> • 31 days or more
C-7	Layoff	<ul style="list-style-type: none"> • Employee terminated due to lack of funds or an organizational change
C-8	Termination/Separation and Loss of Eligibility	<ul style="list-style-type: none"> • Resignation • Dismissal • Position Ending • Loss of Eligibility (<i>Including transfer to another agency</i>) • Unapproved Leave • Contract Ending • Separation due to disability and employee is not applying for disability retirement
C-9	Retirement	<ul style="list-style-type: none"> • Retirement for Plans 1 and 2 • Plan 3 Separation • Higher Education Retirement • Employer Group Retirement
C-10	Employee applying for Disability Retirement	<ul style="list-style-type: none"> • Applying for disability retirement due to permanent disability
C-11	Employee Deceased	<ul style="list-style-type: none"> • Informational for handling the death of an employee
"D" Worksheets for Employees Returning to Work		
D-1	Return from approved leave	Employee is returning from: <ul style="list-style-type: none"> • Time-loss/Worker's Comp • Educational Leave • Approved Leave Without Pay • Appealing a Dismissal
D-2a	Hourly /Salaried Returning from Layoff	<ul style="list-style-type: none"> • Employee rehired after layoff and notifies the employer at time of hire that they may be eligible for benefits under WAC 182-12-129
D-2b	Seasonal Returning from Layoff	<ul style="list-style-type: none"> • Employee rehired after layoff and notifies the employer at time of hire that they may be eligible for benefits under WAC 182-12-129
D-2c	Faculty Returning from Layoff	<ul style="list-style-type: none"> • Employee rehired after layoff and notifies the employer at time of hire that they may be eligible for benefits under WAC 182-12-129
D-3	Faculty with gap in employer contribution	Faculty: <ul style="list-style-type: none"> • Returning to a faculty position within 12 months • Lost eligibility due to a reduction in workload and regains eligibility due to an increase in workload • Not for faculty using 2-year averaging to maintain eligibility, see Worksheet B-3a

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"D" Worksheets for Employees Returning to Work continued		
D-5	Seasonal employees returning from their off-season	<ul style="list-style-type: none"> • Seasonal employees returning from their off-season who had no employer contribution for benefits during the off-season • If the seasonal employee is returning to a different position, use Worksheet B-5
D-6	Instructional Year Faculty Who Retire and Return to Work as Part-Time Faculty	<ul style="list-style-type: none"> ☐ Full-time faculty who retire and return to work as a quarter/semester-to-quarter/semester faculty
"E" Worksheets for Dependents		
E-1	Eligible Dependents	<ul style="list-style-type: none"> • Adding a dependent that requires verification <ul style="list-style-type: none"> - Includes a list a valid dependent verification documents
E-2	Dependents with Disabilities and Extended Dependents	<ul style="list-style-type: none"> • Dependents with Disabilities, age 26 or older • Extended Dependents