



# PERSONNEL AREA - SUBAREA

JOB AID OM-17

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The purpose of this job aid is to provide a comprehensive list of personnel areas and subareas for various agencies.

PA	Personnel Area Text	PSA	Text	Calendar	Absence/ Attendance Types	Counting Rule, Quota	Work Schedule Rules	Working Period	Special Rules
<b>0201</b>	<b>Judicial Branch</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC05	7-day RA	NC	Full	Custom	Standard	7-day	
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
<b>0301</b>	<b>Governor's Office</b>								
<b>0310</b>	<b>State Budget Management</b>								
<b>0401</b>	<b>Lt Governor's Office</b>								
<b>0501</b>	<b>Secretary of State</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
<b>0601</b>	<b>State Auditor</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC08	7-day Interface	NC	Interface	Normal	Interface	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
<b>0701</b>	<b>State Treasurer</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
<b>0801</b>	<b>Public Instruction</b>								

PA	Personnel Area Text	PSA	Text	Calendar	Absence/ Attendance Types	Counting Rule, Quota	Work Schedule Rules	Working Period	Special Rules
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
		DC01	7day Norm	DC	Full	Normal	Standard	7-day	
		EC03	7day 11 mo	EC	Full	Normal	Standard	7-day	NCS D
		EC06	7day 11 mo	EC	Full	Normal	Standard	7-day	
		ED01	7day Norm	ED	Full	Normal	Standard	7-day	
		ED02	7day 10 mo	ED	Full	Normal	Standard	7-day	
		ED04	7day Temp	ED	Full	Normal	Standard	7-day	
		ED05	7day External	ED	Full	Normal	Standard	7-day	NCS D
		ED06	7day 10 mo	ED	Full	Normal	Standard	7-day	
		ED07	7day 10 mo	ED	Full	Normal	Standard	7-day	DPI Instructional Coaches
		EF03	7day 11 mo	EF	Full	Normal	Standard	7-day	NCS D
		EF06	7day 11 mo	EF	Full	Normal	Standard	7-day	
		EG02	7day 10 mo	EG	Full	Normal	Standard	7-day	
		EG04	7day 11 mo	EG	Full	Normal	Standard	7-day	
		EG06	7day 10 mo	EG	Full	Normal	Standard	7-day	
		EH03	7day 11 mo	EH	Full	Normal	Standard	7-day	
		EH05	7day 11 mo	EH	Full	Normal	Standard	7-day	
		EH07	7day 11 mo	EH	Full	Normal	Standard	7-day	
		ER01	7day Norm	ER	Full	Normal	Standard	7-day	
		ER02	7day 10 mo	ER	Full	Normal	Standard	7-day	
		ER04	7day Temp	ER	Full	Normal	Standard	7-day	

PA	Personnel Area Text	PSA	Text	Calendar	Absence/ Attendance Types	Counting Rule, Quota	Work Schedule Rules	Working Period	Special Rules
		ER05	7day External	ER	Full	Normal	Standard	7-day	NCSD
		ER06	7day 10 mo	ER	Full	Normal	Standard	7-day	
<b>0901</b>	<b>Jus-Attorney General</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
		NC10	28-day Norm	NC	Full	Normal	Standard	28-day	
<b>1001</b>	<b>Agriculture and Consumer Services</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC08	7-day Interface	NC	Interface	Normal	Interface	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
		NC10	28-day Norm	NC	Full	Normal	Standard	28-day	
		NC12	2080 hr Norm	NC	Full	Normal	Standard	2080 hr	
		NC13	2080 hr Norm	NC	Temp		Standard	2080 hr	
<b>1101</b>	<b>Labor</b>								
<b>1201</b>	<b>Insurance</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
<b>1301</b>	<b>Administration</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
		NC10	28-day Norm	NC	Full	Normal	Standard	28-day	
		AC06	28-day Norm	AC	Full	Normal	Standard	28-day	
<b>1401</b>	<b>State Controller</b>								

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		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
<b>1501</b>	<b>Transportation</b>								
		NC08	7-day Interface	NC	Interface	Normal	Interface	7-day	
		AC04	7-day Interface	AC	Interface	Normal	Interface	7-day	
<b>1601</b>	<b>Environmental Quality</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
		AC01	7-day Norm	AC	Full	Normal	Standard	7-day	
<b>1701</b>	<b>Wildlife Resources Commission</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
		AC01	7-day Norm	AC	Full	Normal	Standard	7-day	
		AC06	28-day Norm	AC	Full	Normal	Standard	28-day	
<b>1901</b>	<b>Public Safety</b>								
		AC01	7-day Norm	AC	Full	Normal	Standard	7-day	
		AC03	7-day Temp	AC	Temp		Standard	7-day	
		AC06	28-day Norm	AC	Full	Normal	Standard	28-day	
		FD01	7-day Norm	FD	Full	Normal	Standard	7-day	
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC08	7-day Interface	NC	Interface	Normal	Interface	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
		NC10	28-day Norm	NC	Full	Normal	Standard	28-day	
<b>2001</b>	<b>Health Human Services</b>								

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		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC02	7-day 10-mo	NC	Full	Normal	Standard	7-day	10 mo
		NC03	7-day 11-mo	NC	Full	Normal	Standard	7-day	11 mo
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC08	7-day Interface	NC	Interface	Normal	Interface	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
		NC10	28-day Norm	NC	Full	Normal	Standard	28-day	
		AC01	7-day Norm	AC	Full	Normal	Standard	7-day	
		AC03	7-day Temp	AC	Temp		Standard	7-day	
		AC04	7-day Interface	AC	Interface	Normal	Interface	7-day	
		AC05	7-day External	AC	External		Standard	7-day	
		AC06	28-day Norm	AC	Full	Normal	Standard	28-day	
<b>4001</b>	<b>Military and Veterans Affairs</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
<b>4101</b>	<b>Information Technology</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
<b>4301</b>	<b>Commerce</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
<b>4305</b>	<b>Commerce DES &amp; DWS</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC08	7-day Interface	NC	Interface	Normal	Interface	7-day	

PA	Personnel Area Text	PSA	Text	Calendar	Absence/Attendance Types	Counting Rule, Quota	Work Schedule Rules	Working Period	Special Rules
		NC09	7-day External	NC	External		Standard	7-day	
<b>4501</b>	<b>Revenue</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
		AC01	7-day Norm	AC	Full	Normal	Standard	7-day	
<b>4601</b>	<b>Natural and Cultural Resources</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
		AC03	7-day Temp	AC	Temp		Standard	7-day	
<b>5001</b>	<b>Community Colleges</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
<b>6701</b>	<b>Administrative Hearings</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
<b>8701</b>	<b>School of Science &amp; Math</b>								
		SM01	7-day Norm	SM	Full	Normal	Standard	7-day	
		SM02	7-day 10 mo	SM	Full	Normal	Standard	7-day	10 mo
		SM03	7-day 11 mo	SM	Full	Normal	Standard	7-day	11 mo
		SM04	7-day Norm	SM	Temp		Standard	7-day	
		SM05	7-day External	SM	External		Standard	7-day	
<b>B001</b>	<b>Barber Exam</b>								
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
<b>B005</b>	<b>Cosmetic Arts</b>								

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<b>B010</b>	<b>Opticians</b>								
<b>B015</b>	<b>Psychology</b>								
<b>B020</b>	<b>Auctioneer Licensing</b>								
<b>B025</b>	<b>Elections</b>								
<b>B030</b>	<b>State Ethics</b>								
<b>B035</b>	<b>State Property</b>								
<b>Z101</b>	<b>State Human Resources</b>								
		NC01	7-day Norm	NC	Full	Normal	Standard	7-day	
		NC04	7-day El/Ap	NC	Limited	Normal	Standard	7-day	Judicial/Elected/Appointed
		NC07	7-day Temp	NC	Temp		Standard	7-day	
		NC09	7-day External	NC	External		Standard	7-day	
<b>Z105</b>	<b>OSHR Temporary Solutions</b>								
		AC03	7-day Temp	AC	Temp		Standard	7-day	
		FD01	7-day Fed Temp	FD	Temp		Standard	7-day	
		NC07	7-day Temp	NC	Temp		Standard	7-day	