



## Bookkeepers' Cheat Sheet

### Employee Classification:

Employee Class	Description	Benefits Eligible?
Regular	Regularly scheduled to work 5 or more months per calendar year.	Full-Timer: YES Unemployment: YES Part-Timer: NO Unemployment: YES
Temporary	Regularly scheduled to work less than 5 months per year.	Full or Part-Timer: NO Unemployment: YES
Seasonal	Works during specific seasons, such as summer or Christmas.	Full or Part-Timer: NO Unemployment: YES
Contracted	Self-Employed, 1099 tax payer.	NO

### Employment Status:

Status	Description
Active	Actively working, full or part-time. STD and part time retirees
Deceased	Use when applicable so that Life and AD&D benefits can be paid.
Leave of Absence	Use for employees on Military Leaves only, all other Leaves should remain listed as Active.
Terminated Employee	Use this status for employees who are terminated for any reason, including retirement.

### MCC's Departments:

Department	Purpose
Employee Benefits	Unit support and employee HW and Wage based benefit related administration
Risk	Property, auto, 3 <sup>rd</sup> party liability, and worker's compensation related administration
Finance	All money-related reporting and transaction administration
Information Systems & Services	All technology and information systems administration
Public Policy	Official political and social representatives of the Roman Catholic Church in MI