

Notes on Page 2 must accompany definitions

Position #	Description	Definition	Notes	Pay Options
Regular Positions				
#xxxx	All regular full-time and part-time positions will begin with a number, currently a "9". These position numbers do not distinguish between a full-time or part-time employee.		(d)	
Students				
FAxxxx	##### Fed Workstudy	Payments to federal workstudy students that are split 75%/25%		Biweekly/hourly-must be paid on time report
FCxxxx	##### Fed Workstudy 100%	Payments to federal workstudy students that are paid 100% from federal funds		Biweekly/hourly-must be paid on time report
SAxxxx	##### Student	Payments to univ student workers, excluding other descriptive positions		Biweekly/hourly-must be paid on time report
SBxxxx	##### Student-Cleaning	Payments to univ student workers employed on cleaning crews		Biweekly/hourly-must be paid on time report
SCxxxx	##### Student-Hall Director	Payments to univ student workers employed as hall director staff		Biweekly/hourly-must be paid on time report
SExxxx	##### Student-Security	Payments to univ student workers employed for security		Biweekly/hourly-must be paid on time report
Graduate Assistants				
GTxxxx	##### GA-Teaching	Graduate Assistants who are assigned as primary or secondary instructor of record	(h)	Monthly paid
GRxxxx	##### GA-Research	Graduate Assistants who conduct independent research or who directly contribute to faculty-led research	(h)	Monthly paid
GUxxxx	##### GA-Business and Financial Operations	Graduate Assistants who provide support for business, financial and administrative functions in offices and departments.		Biweekly/hourly-must be paid on time report
GPxxxx	##### GA-Computer, Engineering, and Science	Graduate assistants who provide IT/computer, math or science support to university faculty, staff or students (for example: Gas who work in computer labs or provide		Biweekly/hourly-must be paid on time report
GSxxxx	##### GA-Community Service, Legal, Arts and Media	Graduate Assistants who train/assist athletics, provide sports training, assist with media or artistic productions or assist with counseling services		Biweekly/hourly-must be paid on time report
GQxxxx	##### GA-Library and Instructional Support	Graduate Assistants who perform duties related to museum curation, library functions, and instructional support (example of instructional support: tutoring students or		Biweekly/hourly-must be paid on time report
GOxxxx	##### GA-Healthcare Practitioners and Technical	Graduate Assistants who assist with healthcare (including speech language pathology) and veterinary practices		Biweekly/hourly-must be paid on time report
SFxxxx	##### Fellowships	Payments to students for academic fellowships	(h)	Monthly paid
Adjuncts				
EAxxxx	##### Adjuncts-exempt	Employee and non-employee adjunct payments, only for instruction	(a)(e)(i)	Monthly paid
ASxxxx	##### Adjuncts Summer I (May-June)	Employee and non-employee adjunct payments, only for summer instruction	(a)(e)	Monthly paid
AUxxxx	##### Adjuncts Summer II (July-Aug)	Employee and non-employee adjunct payments, only for summer instruction	(a)(e)	Monthly paid
Faculty Extra Pay				
EFxxxx	##### Faculty Overload - instruction	Payments to faculty for instruction above base contract, excluding summer school	(a)(f)(i)	Monthly paid
EGxxxx	##### Summer Overload-instruction	Payments to faculty for instruction above base contract, summer school	(a)(f)(i)	Monthly paid
ESxxxx	##### Summer Instruction I (May-June)	Payments to faculty for work above base contract for summer school teaching	(a)(b)	Monthly paid or one-time payment at end of work
EUxxxx	##### Summer Instruction II (July-Aug)	Payments to faculty for work above base contract for summer school teaching	(a)(b)	Monthly paid or one-time payment at end of work
EPxxxx	##### Faculty Extra-Pay	All payments to faculty above base contract during the academic year for non-instructional work	(a)(b)(f)(i)	Monthly paid or one-time payment at end of work
EVxxxx	##### Winter Extra Pay	All payments to faculty above base contract during the academic year for non-instructional work	(a)(b)(f)(i)	Monthly paid or one-time payment at end of work
EMxxxx	##### Faculty Summer Pay	All summer payments for faculty within 33.33% excluding summer instruction	(a)(g)	Monthly paid or one-time payment at end of work
EWxxxx	##### Faculty Winter Pay	Payments to faculty for work above base contract for winter school teaching	(b)(f)(i)	One-time payment at end of work
Exempt Extra Pay (Staff)				
EExxxx	##### Emp Extra-Exempt	Payments to employees for monthly extra pay non-instructional work, above base contract rate	(a)(b)(f)(i)	Monthly paid or one-time payment at end of work
Non-Exempt Extra Pay (Staff)				
ENxxxx	##### Emp Extra-NonExempt	Payments to employees for hourly extra pay, above base contract rate		Biweekly/hourly-must be paid on time report
ETxxxx	##### Faculty Non-Exempt	Payments to Non-Exempt employees for work above base contract for school teaching		Biweekly/hourly-must be paid on time report
Temporary Non-Exempt Employees				
TNxxxx	##### Temp-NonExempt	Payments to non-employees for hourly employment		Biweekly/hourly-must be paid on time report
Awards				
ECxxxx	##### Awards-Exempt	Award payments to monthly paid employees		One-time payment on monthly payroll
EDxxxx	##### Awards-NonExempt	Award payments to biweekly paid employees		One-time payment on the biweekly payroll

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Notes:

Definition of extra pay and student position numbers:

EA0001 100776 Adjuncts-Exempt

EAxxxx ##### Description

EA = first two alpha characters represent the type of pooled position

x = last 4 numerical characters are sequential numbers, unique to each FOAPAL

= first 6 numerical characters of the description represent the FOAPAL expense org this position is used for

(a) All temporary or extra pay for exempt employees(including adjuncts), being paid for the extra work on a **monthly basis**, will be paid as follows:

Pay will be based on the dates of work on the PA form. If the first month of work is not a **FULL** month, then the monthly payments will begin in the next month of work. If the total payment is only for a partial month, then the payment will be made at the end of the partial month.

Following are examples of how these PA forms will be paid out:

1. Employee is teaching a summer class that runs from 5/26/09 through 7/31/09 and is to be paid \$2,250 –

Payment will be as follows:

\$1,125 paid on June 30

\$1,125 paid on July 31

2. Employee is teaching a summer class that runs from 5/26/09 through 6/26/09 and is to be paid \$3,686 –

Payment will be as follows:

\$3,686 paid on June 30

3. Employee is teaching a summer class that runs from 6/01/09 through 6/26/09 and is to be paid \$2,250 –

Payment will be as follows:

\$2,250 paid on June 30

4. Faculty working on an extra project 09/15/09 through 12/15/09 and is to be paid monthly for an total of \$3,000 -

Payment will be as follows:

\$1,000 paid on October 31

\$1,000 paid on November 30

\$1,000 paid on December 31

Each of the above examples are contingent upon the PA forms being fully approved and processed before the payroll run dates, established on the monthly payroll calendar. Payroll calendars are available on myGate under Procedures Central. PA forms not completed by payroll run dates will be paid the amounts due in the remaining period(s) of work.

(b) All temporary or extra pay for exempt employees, being paid on a **one-time basis**, will be paid at the end of the last month listed on the PA form. *The PA form for extra pay from grants or contracts, for regular employees, should not be started until all work is completed. This is in accordance with the University's Grants and Contracts Policies and Procedures.*

(d) All monthly paid regular employees will begin to be paid the month they are hired. Their pay will be prorated for the first month of employment, as follows:

1. 12-month paid employee begins work on 9/15/09, with a starting salary of \$40,000–

Payment will be as follows:

\$1,665 paid on Sept 31 (15 days)

\$3,333 paid on Oct 30 and forward each month

(e) All adjuncts will be paid on a monthly basis, as follows:

Fall Semester- Sept, Oct, Nov and Dec

Spring Semester-Feb, Mar, Apr and May

Pay will be calculated and paid as described in (a) above.

(f) All employees paid from these positions are required to complete a regular extra compensation form.

(g) All employees paid from positions EMxxxx are required to complete a summer extra compensation form.

(h) All monthly paid GA's will be paid on a monthly basis, as follows:

Fall Semester- Sept, Oct, Nov and Dec

Spring Semester-Jan, Feb, Mar, and Apr

(i) PA not to be started until extra comp is completed.

The PA form for extra pay from grants or contracts, for regular employees, should not be started until all work is completed. This is in accordance with the University's Grants and Contracts Policies and Procedures.