

Acct Code	Misc. Pay Type Prefix - E-Class	Definition of Term	Used For	How to Process	EA Required Comments
61120	Faculty Overload FO – MP Note: No PC; FØ will only be used for this type of pay.	Payments for additional teaching services or projects <u>outside of the contracted</u> instructional duties. Example: Teaching an additional class.	Compensation for non-contractual instructional duties of a temporary nature and not benefited.	<ul style="list-style-type: none"> ▪ Electronic Approvals are acceptable. ▪ Amounts greater than \$7,000 require hard copy of “Electronic Approvals Transaction Action” form approved by Provost’s Office. ▪ Pre-approved by the Provost’s office. ▪ Duration is generally one (1) semester. ▪ Follow adjunct matrix or up to 10% of 9-month faculty base salary. 	<ul style="list-style-type: none"> ▪ Include course identification (Ex: ACCT 301 – 010) ▪ If reviewed by Salary Review Committee add the following comment “SRC Approved on ###/###/##.”
61130	Faculty Miscellaneous Pay PC – MP Note: PC will only be used for this type of pay.	Payments for speaking engagements, honorariums, supervision of new teachers, services or projects outside of contracted instructional duties. Example: conference speaker, program development, etc.	Compensation for non-contractual non-instructional duties of a temporary nature and not benefited.	<ul style="list-style-type: none"> ▪ Electronic Approvals are acceptable. ▪ Amounts greater than \$7,000 require hard copy of “Electronic Approvals Transaction Action” form approved by Provost’s Office. ▪ Pre-approved by the Department/Director/Chair and Provost’s office. ▪ Temporary nature: Less than 1 year. 	<ul style="list-style-type: none"> ▪ Purpose (Ex: Speaker, HR Conference, or Management Program Development) ▪ Recipients Full Time Position Number. ▪ If charged to a sponsored project (Fund 2XXXXX) and a detailed justification required. ▪ If reviewed by Salary Review Committee add the following comment “SRC Approved on ###/###/##.”
61120	Adjunct Faculty PO, SF, SP – AD	Payments for teaching services paid throughout the semester on a semester-by-semester contract.	Compensation for instructional duties of a temporary (one (1) semester at a time) nature and not benefited.	<ul style="list-style-type: none"> ▪ Electronic Approvals or electronic upload are acceptable. ▪ Pre-approved by the appropriate Dean/Director’s office. ▪ Duration to be one (1) semester. ▪ Adjunct Faculty Matrix. ▪ SF and SP approval by Summer Term Office. SF not to exceed 25.64% of 9-month faculty base salary. ▪ Terms stipulated in offer letter. 	<ul style="list-style-type: none"> ▪ Include course identification (Ex: ACCT 301 – 010) ▪ If charged to a sponsored project (Fund 2XXXXX) and a detailed justification required.
61130	Summer Research SR – AD	Payment for research services conducted from May to August (summer term).	Compensation for research duties of a temporary (between May and August) nature and not benefited.	<ul style="list-style-type: none"> ▪ Electronic Approvals or electronic upload are acceptable. ▪ Pre-approved by the Dean/Director’s office. ▪ Duration to be one semester. ▪ No greater than 33.33% if nine (9) month base. 	<ul style="list-style-type: none"> ▪ Explanation required.

Acct Code	Misc. Pay Type Prefix - E-Class	Definition of Term	Used For	How to Process	EA Required Comments
-----------	---------------------------------	--------------------	----------	----------------	----------------------

Miscellaneous:		Projects outside of normal responsibilities.			
61410	WM – MP				
	Faculty Admin	Example: affiliate visiting scholar in non-teaching role.		<ul style="list-style-type: none"> ▪ Electronic Approvals or electronic upload are acceptable. ▪ Pre-approved by the appropriate Dean/Director's office. ▪ Duration to be one (1) semester. 	<ul style="list-style-type: none"> ▪ Explanation required. ▪ Include Org/Fund Code(s). ▪ If reviewed by Salary Review Committee add the following comment "SRC Approved on ####/##/##."
	Faculty	Example: faculty hiring bonus		<ul style="list-style-type: none"> ▪ Electronic Approvals or electronic upload are acceptable. ▪ Pre-approved by the appropriate Dean/Director's office. ▪ Duration to be one (1) semester. 	<ul style="list-style-type: none"> ▪ Explanation required. ▪ Include Org/Fund Code(s). ▪ If reviewed by Salary Review Committee add the following comment "SRC Approved on ####/##/##."
	Classified Exempt	Example: on-call pay	Compensation for duties outside the scope of the EWP. Original/Primary Position can not be Non-Exempt.	<ul style="list-style-type: none"> ▪ Hard copy of request via "Electronic Approvals Transaction Form" or "Classified Transaction Form" only. ▪ HR Compensation Unit approval required. ▪ Include Org/Fund Codes. 	<ul style="list-style-type: none"> ▪ Must include Primary Position Number for Employee. ▪ Explanation required. ▪ If reviewed by Salary Review Committee add the following comment "SRC Approved on ####/##/##."
	Classified Non-Exempt	Example: None	Original/Primary Position can not be Non-Exempt.	<ul style="list-style-type: none"> ▪ Electronic Approval – NOT AVAILABLE. 	<ul style="list-style-type: none"> ▪ No EAs Permitted.

Acct Code	Misc. Pay Type Prefix - E-Class	Definition of Term	Used For	How to Process	EA Required Comments
	Administrative Override N/A – N/A	Must be contractual and included in base pay. Examples: Assistant/Associate Dean, Director of Center, etc.	Generally used for supplemental pay for instructional faculty with additional administrative duties as well as when someone is hired into a new tenured administrative faculty position to determine their instructional base	<ul style="list-style-type: none"> ▪ No Electronic Approvals permitted. ▪ Hard copy of “Electronic Approvals Transaction Form” required. ▪ Pre-approved by the Provost’s office. ▪ Must be included in offer letter. 	**No EAs Permitted**
61120	Stipend FØ – MP Ex: FØ##DS (director stipend) Ex: FØ##ACS (acting chair stipend)	On-going payment as defined by contract for temporary or interim assignment; not part of base pay (not benefited). Examples: Chair stipend, etc.	Compensation for administrative duties of a more temporary nature than an administrative override and not benefited.	<ul style="list-style-type: none"> ▪ No Electronic Approvals are acceptable. ▪ Pre-approved by the Provost’s office. ▪ Duration as stipulated by the offer letter. Generally no more than four (4) years. 	**No EAs Permitted**
61140	Eminent Scholar Stipend ES – MP Ex: ES####	On-going payment as defined by contract for temporary or interim assignment; is part of base pay. Examples: Eminent Scholar.		<ul style="list-style-type: none"> ▪ No Electronic Approvals are acceptable. ▪ Pre-approved by the Provost’s office. 	**No EAs Permitted**

<p>Definition of Acronyms:</p> <p>Prefixes:</p> <ul style="list-style-type: none"> FØ – Stipends FO – Faculty Overload PC – Miscellaneous Pay for Faculty only PO – Adjunct Faculty Teaching SR – Faculty Summer Research SF – Summer Faculty Teaching SP – Summer Adjunct Faculty Teaching 	<p>General:</p> <ul style="list-style-type: none"> EA – Electronic Approval ES – Eminent Scholar CS – Chair Stipend DS – Director Stipend MS – Miscellaneous Stipend ADS – Acting Director Stipend ACS – Acting Chair Stipend SRC – Salary Review Committee <p>Employee Class Codes (E-Class):</p> <ul style="list-style-type: none"> MP – Miscellaneous Pay AD - Adjunct
---	---