

Position Prefix	Description	Employee Class Code	Class Code	Acct Code	
<b>Acad Year Faculty Position Numbers</b>					<b>How to use....</b>
FO	Faculty Overload	MP	01701	61120	Faculty overload is used for full time faculty teaching additional courses. These payments must be approved in advance by the Provost Office. The payments are usually multiple payments that are paid on the 1st and 16th of each month.
PC	Faculty Miscellaneous Pay	MP	01700	61130	Faculty overload payments for additional services or research not attributed to teaching. Payments must be approved in advance by the Provost Office and OSP. These are usually incidental single payments, on occasion multiple payments, to be paid throughout the fiscal year and are paid on the 1st and 16th of each month
PO	Adjunct Faculty Teaching	AD	01500	61120	These positions numbers are used for adjunct faculty teaching courses. Adjunct Faculty are paid in 7 equal payments per semester and paid on the 1st and 16th of each month. Fall pay periods run from August 25 through December 9. Spring pay periods run from January 25 through May 9.
<b>Acad Year Graduate Assistant Position Numbers</b>					
GA	Graduate Teaching Assistants	GA	01400	61190	These position numbers are used for graduate teaching assistants only. Usually paid in 9 equal payments each semester or 18 payments per Academic Year and paid on the 1st and 16th of each month. Fall semester pay periods run from August 25 through January 9. Spring semester pay periods run from January 10 through May 24.
GR	Graduate Research Assistants	GR	01401	61190	These position numbers are used for graduate assistants conducting research. Usually paid in 9 equal payments each semester or 18 payments per Academic Year, and paid on the 1st and 16th of each month. Fall semester pay periods run from August 10 through January 9. Spring semester pay periods run from January 10 through May 9. Summer pay periods begin May 10 and run through August 9.
GL	Graduate Lecturer	GA	01400	61190	These position numbers are used for graduate students who are the instructor of record for a credit-bearing course. Graduate lecturers will be paid according to the listed adjunct matrix in 9 equal payments per semester on the 1st and 16th of each month. Fall pay periods run from August 25 through January 9. Spring pay periods run from January 10 through May 24.

<b>Summer Session Position Numbers</b>					
<b>SR</b>	<b>Faculty Summer Research</b>	<b>AD</b>	01600	61130	Summer research payments to faculty, usually charged to a Grant or Contract. Payments are usually made for research conducted from May 25 through August 24, and paid on the 1st and 16th of each month.
<b>SF</b>	<b>Summer Faculty Teaching</b>	<b>AD</b>	01500	61120	Full time Faculty teaching courses during the Summer Session
<b>SP</b>	<b>Summer Adjunct Faculty Teaching</b>	<b>AD</b>	01500	61120	Adjunct Faculty teaching courses during the Summer Session
<b>GS</b>	<b>Summer Graduate Teaching Assistant</b>	<b>GA</b>	01400	61190	These position numbers are used for graduate teaching assistants who are teaching during summer session only. Summer pay periods run from May 25 through August 24 and are paid on the 1st and 16th of each month.
<b>Hourly Wage Position Numbers</b>					
<b>WG</b>	<b>Non-Student wage</b>	<b>WG</b>	89057	61410	Individuals whose primary affiliation with Mason is the performance of a service for pay. Specific requirements are outlined in University Policy 2217. Non-student wage employees have an hourly rate and are paid on a bi-weekly basis.
<b>WC</b>	<b>Work Study</b>	<b>WS</b>	89011	61610	Student Wage expenses to be charged to Work Study. Students must have received a work study award through Student Financial Aid, have an hourly rate, and are paid on a bi-weekly basis.
<b>SW</b>	<b>Student Wage</b>	<b>SW</b>	89012	61420	Individuals whose primary affiliation with Mason, is the pursuit of a degree. Students may or may not qualify for the FICA exemption depending upon enrollments levels as defined in University Policy 2222. These positions have an hourly rate and are paid on a bi-weekly basis.
<b>Miscellaneous Position Types</b>					
<b>WM</b>	<b>Miscellaneous Pay</b>	<b>MP</b>	01700	61410	All other payments not attributed to Instructional Services or Research. Non-exempt classified employees may not receive these payments without prior approval from Human Resources. Payments are usually incidental single payments and may be paid on the 1st or 16th of the month.
<b>AW</b>	<b>Awards</b>	<b>AW</b>	01900	61410	Human Resource and Payroll use only.
<b>WW</b>	<b>Actors</b>	<b>AC</b>	01800	61410	For Center for the Performing Arts use only.