

EMPLOYEE HIRING GUIDE

E-Class	Funding Source	Funding Source	Included in the VA Freeze	Dean/VP approval prior to form submission	Submission of Form for CVRC Approval	Submission of Form for CVRC for Tracking	Submission to HR for Normal Processing
Faculty/Postdoc/Research Staff							
F9	9-month Instructional Faculty	All	No	Yes	No	Yes	No
FG	1.0 FTE 9-month Research Faculty	All	No	Yes	No	Yes	No
	01306 - Post Doc 9 month	All	No	Yes	No	Yes	No
	01308 - Research Staff 9 month	All	No	Yes	No	Yes	No
FI	1.0 FTE 12-month Instructional	All	No	Yes	No	Yes	No
FR	1.0 FTE 12-month Research Faculty	All	No	Yes	No	Yes	No
FR	01307 - Post Doc 12 month	All	No	Yes	No	Yes	No
FR	01309 - Research Staff 12 month	All	No	Yes	No	Yes	No
PF	Less than 1.0 FTE 9-month Special Faculty	All	No	Yes	No	Yes	No
PG	Less than 1.0 9-month Research/Instructional Faculty	All	No	Yes	No	Yes	No
PH	Less than 1.0 FTE 12-month Special Faculty	All	No	Yes	No	Yes	No
PI	Less than 1.0 FTE 12-month Instructional Faculty	All	No	Yes	No	Yes	No
PR	Less than 1.0 FTE 12-month Research Faculty	All	No	Yes	No	Yes	No
RP	4/3 Plan Faculty	All	No	Yes	No	Yes	No
SF	Summer Full Time Faculty teaching	All	No	Yes	No	No	Yes
SR	Summer Research Assignment	All	No	Yes	No	No	Yes
FV	Full Time Faculty teaching overload	All	No	Yes	No	No	Yes

E-Class	Employee Type	Funding Source	Included in the VA Freeze	Dean/VP approval prior to form submission	Submission of Form for CVRC Approval	Submission of Form for CVRC for Tracking	Submission to HR for Normal Processing
Administrative/Professional Faculty							
AF	Bi-Weekly Admin/Faculty	*E&G, SGR, AE	No	Yes	Yes	No	No
		Other	No	Yes	No	Yes	No
FA	1.0 FTE Administrative & Professional Faculty	*E&G, SGR, AE	No	Yes	Yes	No	No
		Other	No	Yes	No	Yes	No
PA	Less than 1.0 FTE Administrative & Professional Faculty	*E&G, SGR, AE	No	Yes	Yes	No	No
		Other	No	Yes	No	Yes	No
PO	Admin Faculty teaching assignments	All	No	Yes	No	No	Yes
Adjuncts							
AD	Matrix Adjunct Faculty, non-matrix Adjunct Faculty, less than 1.0 FTE 9-month instructional faculty	All	No	Yes	No	No	Yes
SP	Summer Part Time Faculty teaching	All	No	Yes	No	No	Yes
Graduate Assistants							
GA	Graduate Teaching Assistant	All	No	Yes	No	No	Yes
	01404 - Graduate Prof Assistant	All	No	Yes	No	No	Yes
GR	Graduate Research Assistant	All	No	Yes	No	No	Yes

E-Class	Employee Type	Funding Source	Included in the VA Freeze	Dean/VP approval prior to form submission	Submission of Form for CVRC Approval	Submission of Form for CVRC for Tracking	Submission to HR for Normal Processing
Classified							
CB	FT Exempt Classified (26)	*E&G, SGR, AE	Yes	Yes	Yes	No	No
		Other	Yes	Yes	No	Yes	No
CD	PT Exempt Classified (26)	*E&G, SGR, AE	Yes	Yes	Yes	No	No
		Other	Yes	Yes	No	Yes	No
CE	Classified FT Exempt	*E&G, SGR, AE	Yes	Yes	Yes	No	No
		Other	Yes	Yes	No	Yes	No
CN	Classified FT Non-Exempt	*E&G, SGR, AE	Yes	Yes	Yes	No	No
		Other	Yes	Yes	No	Yes	No
CP	PT Classified Non-Exempt	*E&G, SGR, AE	Yes	Yes	Yes	No	No
		Other	Yes	Yes	No	Yes	No
CW	PT Non-Exempt Classified (26)	*E&G, SGR, AE	Yes	Yes	Yes	No	No
		Other	Yes	Yes	No	Yes	No
LE	Classified Law Enforcement Officers	*E&G, SGR, AE	Yes	Yes	Yes	No	No
		Other	Yes	Yes	No	Yes	No
NC	FT Non-Exempt Classified (26)	*E&G, SGR, AE	Yes	Yes	Yes	No	No
		Other	Yes	Yes	No	Yes	No
PE	Less than 1.0 FTE Classified Exempt	*E&G, SGR, AE	Yes	Yes	Yes	No	No
		Other	Yes	Yes	No	Yes	No

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Wage to include RAs							
AC	Actors (weekly pays)	*E&G, SGR, AE	Yes	Yes	Yes	No	No
		Other	Yes	Yes	No	Yes	No
RA	Resident Assistant	*E&G, SGR, AE	Yes	Yes	Yes	No	No
		Other	Yes	Yes	No	Yes	No
SW	Student Wage	*E&G, SGR, AE	No	Yes	No	Yes	No
		Other	No	Yes	No	Yes	No
WG	Non-Student Wage	*E&G, SGR, AE	Yes	Yes	Yes	No	No
		Other	No	Yes	No	Yes	No
WS	Work Study	*E&G, SGR, AE	No	Yes	No	No	Yes
		Other	No	Yes	No	No	Yes

"Other" Funding Sources include Grants, Sponsored Projects, GMUF linked funds, Indirect orgs, Pool orgs, Revenue Generating, and funds that are continuously available.

*Please consult with Talent Acquisition for funding sources not specifically listed.