

Salary Subcode Definitions

TEACHING SALARIES

Special Reminder: The teaching salary subcodes, 6020XX, may only be used with the teaching state accounts, X 13XXXX XXXXXX.

60200X TEACHING - FACULTY REGULAR SESSION

Include the 8-, 9-, 10-, 11- and 12-month salaries of all faculty with the rank of lecturer or above providing resident teaching services. Include the full 11-or 12-months of a faculty on an 11- or 12-month appointment if the faculty member is not providing direct teaching services for the summer session. Exclude any portion of the salary applicable to research or extension functions. The latter salary should be reported as "Non-Teaching Faculty Regular Session."

60201X TEACHING - NON-FACULTY

Include individuals with administrative and professional titles who are providing resident teaching services.

60202X TEACHING - SUMMER SESSION

Include that interval of salaries of all faculty and administrative/ professional staff providing resident teaching services directly related to the summer session. A department head on an 11- or 12-month appointment, unless directly teaching a class, would not normally be included under this category.

60204X TEACHING - GRADUATE ASSISTANT/ASSOCIATE

Include all graduate assistants/associates performing work of a professional nature relating to resident teaching for the regular sessions. Include the proportion of research assistants/associates' salaries devoted to resident instruction.

60205X TEACHING - FACULTY TEMPORARY

Include individuals with faculty titles performing resident teaching services and employed for less than nine months and/or less than 50% FTE and, therefore, not eligible for benefits. This subcode is not to be used for teaching faculty overloads.

60206X TEACHING – OVERLOAD

Include the interval of salary that is for overload when the person is being paid from an XX-1-3XXXX account (resident teaching account). All other overload should use "Non-teaching overload" subcode.

60207X TEACHING - SUMMER SESSION GRADUATE ASSISTANT/ASSOCIATE

Include that interval of salaries of all graduate assistant/associate providing resident teaching services directly related to the summer sessions.

NON-TEACHING FACULTY

60211X NON-TEACHING FACULTY REGULAR SESSION

Include the 8-, 9-, 10-, 11- and 12-month salaries of all faculty with the rank of lecturer or above serving as librarians or providing research or extension services.

60215X NON-TEACHING FACULTY TEMPORARY

Include individuals with faculty titles performing research and extension services and employed for less than nine months and/or less than 50% FTE and, therefore, not eligible for benefits. This subcode is not to be used for research or extension faculty overloads.

60216X NON-TEACHING FACULTY OVERLOAD

Include special wage payments to faculty for overloads or other special wage payments for research and extension services.

EXEMPT

60220X EXECUTIVE/ADMINISTRATIVE/MANAGERIAL

Include salaries for deans, associate deans, and executives. These are people who are in a position of making decisions and policies concerning fiscal and human resources. An academic department head's salary should be charged proportionally to teaching (200X) and non-teaching (211X) subcodes to coincide with State Regents definitions. (Only job code E)

60222X INDIVIDUAL CONTRIBUTOR/SUPERVISORY

Include all employees with administrative and professional classifications that are not included as administrators under subcode 220X. (Includes job codes G and H)

60225X ADMINISTRATIVE/PROFESSIONAL TEMPORARY

Include individuals with academic and professional titles performing non-resident teaching services and employed for less than six months and/or less than 50% FTE and, therefore, not eligible for benefits. This subcode is not to be used for administrative and professional overloads.

60226X ADMINISTRATIVE/PROFESSIONAL OVERLOAD

Includes all overload payments for administrative and professional staff performing non-teaching services.

NON-EXEMPT

60240X NON-EXEMPT

Include all salaries and regular wages of classified staff. (Job codes I, K, J, Q, R, and S)

60241X NON-EXEMPT TEMPORARY

Includes all salaries and regular wages paid to classified staff who are employed less than six months and, therefore, not eligible for benefits.

60242X CLASSIFIED OVERTIME

Includes overtime wages paid to classified staff

GRADUATE ASSISTANTS/ASSOCIATES

60244X NON-TEACHING GRADUATE ASSISTANTS/ASSOCIATES

Includes all graduate assistants/associates performing non-teaching professional duties.

STUDENTS

60245Y WORKSTUDY COMMUNITY SERVICE

Include all regular wages of student who have been approved as community service. The "Y" digit changes with each year to match the last digit of the fiscal year (i.e., use "6" in FY2006). Call 744-6402 with questions about this subcode.

60246X NON-WORKSTUDY STUDENT

Includes all regular wages of students NOT included in the college workstudy program.

60247Y WORKSTUDY STUDENT

Includes all regular wages of students included in the college workstudy program. The "Y" digit changes with each year to match the last digit of the fiscal year (i.e., use "6" in FY2006). Call 744-6402 with questions about this subcode.

60248X STUDENT OVERTIME

Includes all overtime wages of students