## **Employee Class Descriptions**

<b>E1</b> (was A1)	<b>E2</b> (was A2)	<b>E2</b> (was A6)	E3 (was part of A1)	<b>E4</b> (was A7)	<b>E4</b> (was A9)
Regular Full-time exempt staff.  Paid bimonthly salary over 12 months (24 pay periods)	Regular Full-time exempt academic year staff. Paid bimonthly salary over 10 months. (20 pay periods).	Regular Full-time exempt academic year staff. (20, 21, 22, 23, or 24 weeks <b>-bimonthly deferred over 24</b> pays)	Executive, exempt staff. Paid bimonthly 24 times.	Hartt Music/Dance Skills Specialists. Regular Full- time exempt staff <b>paid bimonthly</b> over 10 months. ( <b>20 Pays</b> ) *Only one employee!*	Hartt Music/Dance Skills Specialists. Regular Full-time exempt staff <b>paid bimonthly</b> over 12 months. <b>(24 pays</b> )
	F3 (was G3)	N7 (was N1)	N8 (was N2)	N1 (was N3)	N2 (was N4)
	Regular Part-time faculty. <b>Paid bimonthly</b> salary August through May. (20 pays) Works a minimum of 1000 hours per year.	Regular Full-time non-exempt staff (35 hours/week). <b>Paid biweekly</b> over <u>12 months</u> . Required to submit timesheets.	Regular Full-time non-exempt academic year staff (35 hours/week). <b>Paid biweekly</b> over <b>10 months</b> (20, 21, 22, 23, or 24 pays). Required to submit timesheets.	Regular Full-time non- exempt staff <b>(40 hours</b> /week). <b>Paid biweekly</b> over <u>12 months</u> . Required to submit timesheets.	Regular Full-time non- exempt staff, 10 month, (40 hours/week). Paid byweekly. (20, 21, 22, 23 or 24 pays). Required to submit timesheets.
<b>F2</b> (was F1)	F1 (was F2)	<b>F5</b> (was F3)	<b>F4</b> (was F4)	N4 (was F5)	F2 (was F6)
Regular Full-time Faculty Academic year (10 months). Paid bimonthly salary August through May. (20 pays)	Regular Full-time, full year faculty. Paid bimonthly salary July through June (24 pays). Issued special 12 month faculty contract.	salary August through May. (20	Adjunct faculty paid seven times per semester. May be paid lump-sum for special short courses. If one time, can be on other payrolls. Should not be used for students. If a student of the University is processed as F4, the student is NOT eligible for tuition abatement.	Hartt Instructional Faculty. Paid for hours worked, submitted on a roster.	Regular Full-time Academic year faculty. (10 months) Pay is deferred over 24 pays.
P1 (was N3)	U1 (was N3)		F0	N3 (was R1)	<b>G1</b> (was S1)
non- exempt staff (40	Custodial Operators. Regular Full-time non- exempt staff (40 hours/week). Paid biweekly over 12 months. Required to submit timesheets.		Hartt temporary Hourly Dance Facu	Regular Part-time non-exempt staff. Paid biweekly, submits	Graduate Assistants. Paid biweekly for a specified number of pays. Start and stop dates determine number of pays. Cannot exceed 20 hours/week. Must be teaching or research duties to be classified as GA.
<b>S1</b> (was W1)	<b>E6</b> (was T1)	<b>N6</b> (was T2)	<b>S2</b> (was T3)	T4	C1
student. Requires hourly rate, cannot exceed 20 hours/week.	student.) Paid bimontly from specified start to end date. May	Temporary non-exempt staff (non- student). Paid biweekly, submits timesheets. <b>Cannot</b> exceed 1,000 hours per year.	Temporary student staff. Paid biweekly, submits time sheets. Must be a full-time student, has an hourly rate. Cannot exceed 20 hours/week while in school.	Temporary student staff. One time payment, no hourly rate. Must be full-time student. (Must meet federal and state guidelines). Must be approved by HRD.	Non-employee Contractors