

Employee Class Descriptions (pre-Banner 2017 class codes listed after current code)

Exempt Staff (regular) - paid semi-monthly					
E1 (was A1)	E2 (was A2 and A6)	E3 (was part of A1)	E4 (was A9)		
Regular Full-time, full year exempt staff. 40 hours per week minimum. Paid semi-monthly salary over 12 months (24 pay periods).	Regular Full-time exempt academic year staff. Paid semi-monthly salary over 10 months. (20 pay periods) OR deferred over 24 pay periods	Executive (President, COO, VP's) regular Full-time, full year exempt staff. 40 hours per week minimum. Paid semi-monthly salary over 12 months (24 pay periods).	Hartt Music/Dance Skills Specialists (HCD). Paid semi-monthly salary over 12 months (24 pay periods). Note: fully benefit eligible except vacation/personal time. Salary is adjusted 3 times per year based on classes taught.		
Non-Exempt Staff (regular) - paid bi-weekly via timesheet					
N1 (was N3)	N2 (was N4)	N3 (was R1)	N7 (was N1)	N8 (was N2)	P1 (was N3)
Regular Full-time non- exempt staff - 40 hours per week, 12-months per year. Required to submit timesheets.	Regular Full-time non- exempt staff, 40 hours per week 10 - 11 months per year. Required to submit timesheets.	Regular Part-time non-exempt staff. Must work minimum of 20 hours/week 40 weeks/year Cannot be a student . Required to submit timesheets.	Regular Full-time non- exempt staff - 35 hours per week, 12-months per year. Required to submit timesheets.	Regular Full-time non- exempt staff, 35 hours per week 10 - 11 months per year. Required to submit timesheets.	Public Safety. Regular Full-time non- exempt staff 40 hours per week, 12-months per year. Time is reported via Kronos.
Faculty (regular) - paid semi-monthly			Adjunct Faculty - semi-monthly (except N4)		
F1 (was F2)	F2 (was F6)	F3 (was G3)	F4 (was F4)	F5 (was F3)	N4 (was F5)
Regular Full-time, full year faculty. Paid semi-monthly salary July 1 through June 30 (24 pays). Issued special 12 month faculty contract.	Regular Full-time Academic year faculty. (10 months) Pay is either 20 pays or deferred over 24 pays. Positions use start date of 8/16 and end 6/15 (unless deferred)	Regular Part-time faculty. Paid semi-monthly salary (20 pays). Works a minimum of 1000 hours per year. Positions use start date of 8/16 and end date of 6/15. *Bargaining Unit employee*	Adjunct faculty paid 7 times per semester. May be paid lump-sum for special short courses. <i>If a student of the University is processed as F4, the student is NOT eligible for tuition abatement nor union dues.</i> *Bargaining Unit employee*	Adjunct Faculty. Paid semi-monthly salary August through May. (20 pays) Not Benefit Eligible. Used for Hartt only. *Bargaining Unit employee*	Hartt Instructional Faculty. Paid for hours worked, submitted on a roster. Paid on the B/W schedule "Department time entry" *Bargaining Unit employee*
Part-time Employees		Student Employees			
N6 (was T2)	E6 (was T1)	S1 (was W1)	S2 (was T3)	G1 (was S1)	G2
Temporary non-exempt staff (non-student). Paid biweekly (26 pays). Cannot exceed 1,000 hours per year. Required to submit timesheets.	Temporary exempt staff. Paid semi-monthly via roster/stipend for a specified number of pays. Start and stop dates determine number of pays. In approved situations, may be students. <i>Must meet CT minimum requirements for exemption</i>	Work study students. (Federally funded). Paid biweekly. Must be full- time student. Cannot exceed 24 hours/week. Must be approved by Financial Aid. Required to submit timesheets.	Temporary student staff. Paid biweekly. Must be a full-time UHart student. Cannot exceed 24 hours/week while in school.. Required to submit timesheets.	ACADMIC Graduate Assistants. Paid semi-monthly via roster/stipend for a specified number of pays. Start and stop dates determine number of pays. <i>Must be teaching or research duties to be classified as GA.</i>	NON-ACADEMIC Graduate Assistants. Paid semi-monthly via roster/stipend for a specified number of pays. Start and stop dates determine number of pays.
Non-Employee	Former Employee Class Codes (no longer used)				
C1	F1 as a 20-pay	U1 (was N3)	F0 (pre-2017)	T4 (pre-2017)	A7 (pre-2017)
Non-employee Contractors NOT paid via payroll. Set up and approved by HRD only.	Regular Full-time Faculty Academic year (10 months). <i>Paid semi-monthly salary August through May. (20 pays)</i>	Custodial Operators. Regular Full-time non- exempt staff (40 hours/week). <i>Paid biweekly over 12 months. Required to submit timesheets.</i>	Hartt temporary Hourly Dance Faculty. Not benefit eligible.	Temporary student staff. One time payment, no hourly rate. <i>Must be full-time student. (Must meet federal and state guidelines). Must be approved by HRD.</i>	Hartt Music/Dance Skills Specialists. Regular Full- time exempt staff paid semi-monthly over 10 months. (20 Pays) *Only one employee!*