

USNH Employee Class Worksheet – March 11, 2008

ECLS	Description	Pay ID	Emp. Group	Salary Encumbrance	Salary Budget Roll Method	Time Sheet Method	Salary Indicator S or H	EEO Contract Group (IPED)	Hours (Units) Per Day	Hours (Units) Per Pay	Default Hours	LCAT	BCAT	Eligible EARN Codes
<b>Principal Administrators</b>														
A0	PA Initial Indicator	NP	A	Sys. Calc.	Curr. Ann. Sal.	Organiz.	V	6	1	1		IN	IN	
A1	Principal Administrators	B1	A	Sys. Calc.	Curr. Ann. Sal.	Organiz.	S	3	1	10	✓	IN	IN	
<b>Academic Administrators</b>														
B0	AA Initial Indicator	NP	B	Sys. Calc.	Curr. Ann. Sal.	Organiz.	V	6	1	1		IN	IN	
B1	Academic Administrator	B1	B	Sys. Calc.	Curr. Ann. Sal.	Organiz.	S	3	1	10	✓	IN	IN	
<b>Part Time Temporary (&lt;74%)</b>														
C0	Part Time Temp Initial Ind	NP	C	Value Input	Curr. Budget	Organiz.	V	6	1	1		IN	IN	
CH	Part Time Temporary (Hourly)	B2	C	Value Input	Curr. Budget	Organiz.	H	6	8	80	NO	IN	IN	
CE	Part Time Temporary (Salary)	B1	C	Sys. Calc	Curr. Budget	Organiz.	S	6	1	10	✓	IN	IN	
<b>Full Time Temporary</b>														
D0	Full Time Temp Initial Ind	NP	D	Value Input	Curr. Budget	Organiz.	V	6	1	1		IN	IN	
DH	Full Time Temporary (Hourly)	B2	D	Value Input	Curr. Budget	Organiz.	H	6	8	80	NO	IN	IN	
DE	Full Time Temporary (Salary)	B1	D	Sys. Calc	Curr. Budget	Organiz.	S	6	1	10	✓	IN	IN	
<b>Casual</b>														
J0	Casual Initial Indicator	NP	J	Value Input	Curr. Budget	Organiz.	V	6	1	1		IN	IN	
JH	Casual (Hourly)	B2	J	Value Input	Curr. Budget	Organiz.	H	6	8	80	NO	IN	IN	
JE	Casual (Salary)	B1	J	Sys. Calc	Curr. Budget	Organiz.	S	6	1	10	✓	IN	IN	
CN	Non-FLSA	B1	C	Sys. Calc	Curr. Budget	Organiz.	S	6	1	10	✓	IN	IN	
<b>Extension Educators</b>														
E0	Ext. Educator Initial Indicator	NP	E	Sys. Calc.	Curr. Ann. Sal.	Organiz.	V	6	1	1		IN	IN	
E1	Extension Educators	B1	E	Sys. Calc.	Curr. Ann. Sal.	Organiz.	S	3	1	10	✓	IN	IN	

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<b>Faculty</b>														
F0	Faculty Initial Indicator	NP	F	Sys. Calc.	Curr. Ann. Sal.	Organiz	V	6	1	1		IN	IN	
FA	Faculty, AY, Tenure Track, AAUP	B1	F	Sys. Calc.	Curr. Ann. Sal.	Organiz	S	1	1	10	✓	IN	IN	
FB	Faculty, FY, Tenure Track, AAUP	B1	F	Sys. Calc.	Curr. Ann. Sal.	Organiz	S	2	1	10	✓	IN	IN	
FC	Faculty AY, Tenure Track KSCEA	B1	F	Sys. Calc.	Curr. Ann. Sal.	Organiz	S	1	1	10	✓	IN	IN	
FD	Faculty, FY, Tenure Track, KSCEA	B1	F	Sys. Calc.	Curr. Ann. Sal.	Organiz	S	2	1	10	✓	IN	IN	
FE	Faculty Wheelock, AY, Tenure Track, Nonunion	B1	F	Sys. Calc.	Curr. Ann. Sal.	Organiz	S	1	1	10	✓	IN	IN	
FF	Faculty Wheelock, AY, NTT, Nonunion	B1	F	Sys. Calc.	Curr. Ann. Sal.	Organiz	S	1	1	10	✓	IN	IN	
F1	Faculty, AY, Tenure track, Non-Union	B1	F	Sys. Calc.	Curr. Ann. Sal.	Organiz	S	1	1	10	✓	IN	IN	
F2	Faculty, FY, Tenure Track, Non-Union	B1	F	Sys. Calc.	Curr. Ann. Sal.	Organiz	S	2	1	10	✓	IN	IN	
F3	Faculty, AY, NTT	B1	F	Sys. Calc.	Curr. Ann. Sal.	Organiz	S	1	1	10	✓	IN	IN	
F4	Faculty, FY, NTT	B1	F	Sys. Calc.	Curr. Ann. Sal.	Organiz	S	2	1	10	✓	IN	IN	
F6	Faculty Adjunct OneTimePayment	B1	F	Sys. Calc.	Curr. Budget	Organiz	S	6	1	10	✓	IN	IN	
F7	Faculty Adjunct Part Time Temp	B1	F	Sys. Calc.	Curr. Budget	Organiz	S	6	1	10	✓	IN	IN	
F8	Faculty Adjunct Full Time Temp	B1	F	Sys. Calc.	Curr. Budget	Organiz	S	6	1	10	✓	IN	IN	
F9	Faculty Adjunct Casual	B1	F	Sys. Calc.	Curr. Budget	Organiz	S	6	1	10	✓	IN	IN	
FG	Faculty AY Non-Status KSCAA	B1	F	Sys. Calc.	Curr. Budget	Organiz	S	1	1	10	✓	IN	IN	
<b>Graduate Appointments</b>														
G0	Grad. Initial Indicator	NP	G	Sys. Calc.	Curr. Budget	Organiz	V	6	1	1		IN	IN	
GA	Graduate Appointment	B1	G	Sys. Calc.	Curr. Budget	Organiz	S	6	1	10	✓	IN	IN	
<b>Operating/Service Staff</b>														
H0	Non-Exempt Initial Indicator	NP	H	Sys. Calc.	Curr. Ann. Sal.	Organiz.	V	6	1	1		IN	IN	
H1	Non-Exempt Staff 37.5	B2	H	Sys. Calc.	Curr. Ann. Sal.	Organiz.	H	3	7.5	75	NO	IN	IN	
H2	Non-Exempt Staff 40	B2	H	Sys. Calc.	Curr. Ann. Sal.	Organiz.	H	3	8	80	NO	IN	IN	
HE	Non-Exempt UNH Police TL633	B2	H	Sys. Calc.	Curr. Ann. Sal.	Organiz.	H	3	8	80	NO	IN	IN	
<b>One Time Payments</b>														
KE	One Time Payments	B1	K	Sys.Calc	Curr Budget	Organiz	S	6	1	10	✓	IN	IN	
<b>Librarians</b>														
LO	Librarian Initial Indicator	NP	L	Sys. Calc.	Curr. Ann. Sal.	Organiz	Y	6	1	1		IN	IN	
LB	Librarians, FY, TT, Union (AAUP)	B1	L	Sys. Calc.	Curr. Ann. Sal.	Organiz	S	2	1	10	✓	IN	IN	
LD	Librarians, FY, TT, Union (KSCEA)	B1	L	Sys. Calc.	Curr. Ann. Sal.	Organiz	S	2	1	10	✓	IN	IN	
L2	Librarians, FY, TT, Nonunion	B1	L	Sys. Calc.	Curr. Ann. Sal.	Organiz	S	2	1	10	✓	IN	IN	
L4	Librarians, FY, NTT, Nonunion	B1	L	Sys. Calc.	Curr. Ann. Sal.	Organiz	S	3	1	10	✓	IN	IN	

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<b>Professional/Admin/Technical</b>														
P0	PAT Initial Indicator	NP	P	Sys. Calc.	Curr. Ann. Sal.	Organiz.	V	6	1	1		IN	IN	
P1	Professional/Admin/Tech	B1	P	Sys. Calc.	Curr. Ann. Sal.	Organiz.	S	3	1	10	✓	IN	IN	
<b>Students</b>														
S0	Students Initial Indicator	NP	S	Value Input	Curr. Budget	Organiz.	V	6	1	1		IN	IN	
SH	Non Work Study	B2	S	Value Input	Curr. Budget	Organiz.	H	6	4	40	NO	IN	IN	
SW	Work Study	B2	S	Value Input	Curr. Budget	Organiz.	H	6	4	40	NO	IN	IN	
SX	Work Study - Off Campus (External)	B2	S	Value Input	Curr. Budget	Organiz.	H	6	4	40	NO	IN	IN	
SN	Student Exempt - Non FLSA	B1	S	Sys. Calc.	Curr. Ann. Sal.	Organiz.	S	6	1	10	✓	IN	IN	
<b>Retirees/SIP's/Transition</b>														
T0	Retirees/SIP Initial Indicator	NP	T	Sys. Calc.	Curr. Ann. Sal.	Organiz.	V	6	1	1		IN	IN	
T1	Retiree - Paid	B1	T	Sys. Calc.	Curr. Ann. Sal.	Organiz.	S	6	1	10	✓	IN	IN	
T2	Retiree - Not paid	NP	T	Sys. Calc.	Curr. Ann. Sal.	Organiz.	S	6	1	1	✓	IN	IN	
T3	Exception - Separations	B1	T	Sys. Calc.	Curr. Ann. Sal.	Organiz.	S	6	1	1	✓	IN	IN	
<b>Non-Paid</b>														
X0	Non-Paid Initial Indicator	NP	X	Sys. Calc.	Curr. Ann. Sal.	Organiz.	V	6	1	1		IN	IN	
Z0	Budget Only	NP	X	Sys. Calc.	Curr. Ann. Sal.	Organiz.	V	6	1	1		IN	IN	

**Salary Encumbrance**

Annual salary  
Hours Input  
System calculated  
Value Input

**Pay ID**

NP = No Pay  
B1 = Biweekly 1  
B2 = Biweekly 2

**Time Sheet Method**

Organizational (Dept TAD)  
Roster (Cntrl list)  
Timesheet (Indv.)

**Salary Indicator**

S = Salaried  
H = Hourly  
V = Variable

**EEO Contract Group (IPED)**

1 = 9-10 mo. FT Faculty  
2 = 11-12 mo. FT Faculty  
3 = Other FT Employees  
4 = PT Employees  
5 = < 9 mo. FT Faculty  
6 = Unreported