

# Employee Class, Job Code, and Standard Hours

August 2005 v1.5

Employee Class	Description	Job Codes	Object - Sub Object Codes
<b>Acad Prof</b>	Academic Professional & Administrative	93XX, 9514, 9516, 9540, 9545-49, 9555 -58, 9580-81, 9592-91, 96XX,* 97XX unless receiving federal benefits coordinated by U of MN Extension Service; see 'UMN Ext Svc' * Refer to JOB TITLES/APPOINTMENT TYPES QUICK REFERENCE FOR YOUR COLLEGE.	<b>7000-</b> 10, 30, 50
<b>CS V-Class</b>	Civil Service V Class	See Civil Service V-Class Job Aid	<b>7010-</b> 10
<b>CSBU</b>	Civil Service	0XXX, 35XX, 7XXX, 8XXX (except 8606 & 8607) <b>Not V-Class</b>	<b>7010-</b> 10
	Bargaining Unit	18XX, 49XX, 5XXX, 6XXX, 6912, 6913, 6915, 6918, 8606, 8607	<b>7010-</b> 30
<b>Faculty</b>	Faculty	94XX – Refer to JOB TITLES/APPOINTMENT TYPES QUICK REFERENCE FOR YOUR COLLEGE.  'UMN Ext Svc' If receiving federal benefits coordinated by U of UM Extension Service; see	<b>7000-</b> 20
<b>Grad/Prof</b>	Graduate and Professional Assistant	9511, 9515, 9517-19, 9521, 9526-29, 9531-33, 9535, 9538-39, 9553-54, 9559, 9571-75  And 9560,9561,9562,9564,9565, if department purchases the GA Insurance; if not, see 'Stu Ins' (W4 not needed in Payroll for the appointments in these job codes)  And 9557, if employee previously had GA Insurance	<b>7005-</b> 10,50  NOTE: Work Study MUST use sub-object 50
<b>Med Res</b>	Medical Residents and Fellows	9554, 9555, 9556, 9559	<b>7000-</b> 30, <b>7005-</b> 10
<b>No Benefit</b>	Not Benefits Eligible	0001, 0007, 9524, 9525, 9547, 9550, 9551, 9580, 9581, 9995	<b>7000-</b> 50 <b>7010-</b> 10
<b>Stu Ins</b>	Student Insurance Eligible	2XXX, 9512, 9513, 9514, 9516, 9522-25, 9538, 9539, 9547, 9558  And 9560, 9561, 9562, 9564, 9565, if department does NOT purchase the GA Insurance; see 'Grad/Prof'  And 9557, if employee previously did NOT have GA Insurance	<b>7000-</b> 30, 50 <b>7015-</b> 10, 20, 50  NOTE: Work Study MUST use sub-object 50.
<b>UMN Ext Svc</b>	UMN Extension Service/Federal	93XX, 94XX, 96XX, 97XX that have federal benefits coordinated by U of MN Extension Service	<b>7000-</b> 10, 30,

For information on Job Codes:

<http://onestop2.umn.edu/jobclass/EnterJobClassSearchForm.do>

Comments. Questions? Call the AHC HRIS Helpline at 6-4361.

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Employee Type	Description	Comp Frequency
E = Exceptional Hourly	Employees who have a scheduled number of hours each pay period (also known as positive pay employees).	Hourly
H = Hourly	Employees that work flexible hourly appointments (time card driven).	Hourly
S = Salary	Employees whose earnings are based on an amount per pay period.	Bi-Weekly

## Standard Hours Conversion Table

Appointment Percentage	Standard Hours	FTE
100 %	40	1.00
75 %	30	.75
50 %	20	.50
25 %	10	.25

Converting a Percentage to Standard Hours

Calculation:

$40 \times \% = \text{Standard Hours of Appointment}$

For appropriate Job Code for your college consult your Dean's Office/HR Consultant.