FOR STUDENTS and GRAD ASSISTANTS

HIRE

A. PAID by the HOUR
   - STU 110

B. PAID by STIPEND
   - Student: STU 115
   - Grad assistant: GA 115

END JOB/TERMINATE
   - ADM 400

CHANGE

A. BASE PAY
   - STU 201

B. SUPERVISOR or ORG
   - ADM 500

C. TITLE
   - ADM 300

D. LABOR
   - ADM 301
**FOR BI-WEEKLY (non-Students)**

HIRE or NEW JOB ASSIGNMENT (Ongoing or with End Date)  BWK 115

END JOB/ TERMINATE  ADM 400

ADD or REACTIVATE a SECONDARY JOB  BWK 103

CHANGE

A. BASE PAY  BWK 201
B. SUPERVISOR or ORG  ADM 500
C. TITLE  ADM 300
D. LABOR  ADM 301

**FOR MONTHLY EMPLOYEES**

HIRE

A. Contract Faculty (Academic year or Semester assignment)  MTH 102

B. New Job Assignment (Ongoing or with End Date; tenure track or professional)  MTH 115

END JOB/ TERMINATE  ADM 400

ADDITIONAL COMPENSATION

A. With New Labor (including faculty summer assignments, academic area & retiree secondary assignments, or TM assignments.)  MTH 107

B. Additional Earnings - used only in non-academic areas if additional earnings are to be charged to same FOAP as the employee’s primary position. (NOT to be used in academic areas or for Grant FOAPs.)  MTH 300

CHANGE

A. BASE PAY  MTH 201
B. SUPERVISOR or ORG  ADM 500
C. TITLE  ADM 300
D. LABOR  ADM 301