

### Definition of Pooled Positions

Position Number	Position Title	Type of Assignment	Type of Employee	Type of EPAF	Relevant Reminders
P01xxx	Adjunct/Overload	Instructional assignment beyond regular job assignment	Current benefited employee this is an additional pay assignment	JB_ADJ	Assignment is Overload if teaching within same dept. Secondary assignment if outside home dept.
P02xxx	Summer Months	Any summer workload above regular AY job assignment (teaching, research, administrative)	Current benefited Academic Year faculty who has regular AY base salary assignment	JB_SUM	Only for AY faculty. See instructions under JB_ instructions for Job Assignments
P03xxx	Graduate Assistantships	Awards for Graduate Assistantships	Graduate Students	NH_MGA or JB_MGA	Indicate appropriate title in Title field in EPAF, i.e. <i>Graduate Teaching Assistant</i>
P04xxx	College Work Study	Awards of college work study monies from Financial Aid Office	Students with award letter from Financial Aid Employee Class is <b>ST</b>	NH_WH Or JB_WH'	Use the correct employee class which is <b>ST in the EPAF</b>
P05xxx	Wage Hourly	Hourly rate or monthly flat rate	Non-benefit eligible and/or hourly - <i>Not work study students</i>	NH_ or JB_MWH TNB, WH	<b>Remember even monthly wage hourly employees must record and track hours!</b>
P06xxx	Early Retire	Early retirement agreements	Former benefit eligible	None	Notify HR Office
P07xxx	Concurrent Enrollment	<b>Do Not Use for Student Banner use only</b>			
P08xxx	Volunteers	No Pay	Volunteers including emeriti faculty	NH_ or JB_ NP	Document what kind of assignment i.e. serving on promotion and tenure committee
P09xxx	Non-instructional Overload	Non-instructional assignment beyond regular job assignment	Current benefit eligible employee who has a regular salary assignment	JB_ADJ	<b>Use employee class of NO when searching for position number</b>

P0 # = Type of Position

Xxx = Department's unique number