

Adjunct: Salary Table, Grade, Step, and Earnings Code/Units Guide

Ecls	Description	Salary Table	Grade	Step	Default Earnings	
					Earnings Code	Hours/Units
FT	Faculty – Temporary (union represented)	FT	On the Adjunct Faculty Salary Schedule: CR_XX = For Credit (XX = # of factors)	1 = 0 - 5 Prior Semesters Taught 2 = 6 - 11 Prior Semesters Taught 3 = 12+ Prior Semesters Taught	035 Union Temporary Faculty Pay	# of Credits
					091 ACA Work Hours*	Hours per PP*
			00_CV = Credit Variable	0	035 Union Temporary Faculty Pay	# of Credits
			00_HR = Hourly Adjunct	0	091 ACA Work Hours*	Hours per PP*
			00_NC = Non-Credit	0	148	0.00
		035 Union Temporary Faculty Pay	1.00			
		Non-Credit, Union Represented is VERY Rare		091 ACA Work Hours*	Hours per PP*	

Ecls	Description	Salary Table	Grade	Step	Default Earnings	
					Earnings Code	Hours/Units
FW	Faculty – Temporary (non-represented)	FT	On the Adjunct Faculty Salary Schedule: CR_XX = For Credit (XX = # of factors)	1 = 0 - 5 Prior Semesters Taught 2 = 6 - 11 Prior Semesters Taught 3 = 12+ Prior Semesters Taught	032 Temporary Faculty Pay	# of Credits
					091 ACA Work Hours*	Hours per PP*
			00_CV = Credit Variable	0	032 Temporary Faculty Pay	# of Credits
			00_HR = Hourly Adjunct	0	091 ACA Work Hours*	Hours per PP*
			00_NC = Non-Credit	0	147	0.00
		032 Temporary Faculty Pay	1.00			
				091 ACA Work Hours*	Hours per PP*	

Hourly Adjunct

According to the FLSA (Fair Labor Standards Act), an employee with a primary **nonexempt (hourly) position** and an additional adjunct faculty position (typically an exempt job) must have all hours worked considered as non-exempt and therefore subject to overtime and paid overtime premium.

NonExempt Position	Adjunct Assign Ecls	Earn Code
NR NonExempt Staff - Regular	FW (Secondary)	147 @ 0.00 Hrs
NX NonExempt Staff – Extended Temp	FW (Secondary)	147 @ 0.00 Hrs
NT NonExempt Temp (15-29 hrs/week)	FT (Primary)	148 @ 0.00 Hrs

- FW or FT assignment **Grade = 00_HR / Step 0**
- Hourly Adjuncts complete Web Time Entry (WTE) Time Sheets as of R3 2017
- Example Job Form on our website: <http://uaf.edu/uafhr/personnel-1/>

Hourly Adjunct Exception: Casual Temporaries that are working truly casual hours, i.e., less than the ACA hours identified on the exempt adjunct assignment.

*Hours per PP - ACA Work Hours Tracking - Guidance for PPAs/CCCs:

http://www.alaska.edu/files/hr/aca_work_hours_guidance.pdf

The IRS has given us guidance to convert credit hours taught to hours worked by multiplying the credits by 2.25 (3 credit course is equivalent to 6.75 hours a week, or 13.5 hours bi-weekly)