

HCM ASSIGNMENT CATEGORY Resource Guide

DRAFT - Work in Progress

Last Updated 10/04/17

| Lookup Type | Code | Meaning | Use this when: |
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| Typically Non- Paid Classifications | | | |
| EMP_CAT | NON-EMPLOYEE | Affiliated individual with no employment relationship | An individual needs to be known to the HCM System, but has no direct employment relationship with VU, such as External Auditors, Independent Contractors, Visitors, Volunteers, BOT members, Faculty Pre-Hires who need System access; Students needing expense reimbursement. |
| EMP_CAT | EMERITUS | Emeritus | A faculty member (or administrator) who has retired but who has been formally granted emeritus/emerita status and continues to need to be known to the HCM System |
| Typically Paid Classifications | | | |
| EMP_CAT | FACULTY | Faculty | An individual has a <u>primary</u> faculty assignment, whether tenured, tenure-track, or non-tenure track. NOTE: If a faculty member spends more than half their time performing a formal Administrator role (rather than core faculty duties), categorize the assignment as an Executive Officer or Administrator-AC as appropriate, instead of as faculty. If an individual has a secondary or dependent faculty assignment (such as an administrator or professional who also holds a courtesy faculty assignment), assign the individual to the appropriate Administrator or Professional category below. |
| EMP_CAT | FACULTY - EARLY RETIREMENT STATUS | Faculty FERDC Program Participant | Faculty member who has retired and is still receiving deferred compensation benefits as part of the formal Faculty Early Retirement Deferred Compensation (FERDC) program |
| EMP_CAT | FACULTY - PHASED RETIREE | Faculty Phased Retiree | Faculty member who has relinquished their tenured status and moved to a part-time faculty status for one to three(?) years as a phased move into retirement. |
| EMP_CAT | POSTDOC SCHOLAR | Postdoctoral Scholar | Individual hired into a post-doctoral assignment who is paid (typically on a funded grant or contract) to perform research or scholarly work and is paid by the University for services rendered. |
| EMP_CAT | POSTDOC NON-EXEMPT | Postdoctoral Scholar Non-exempt | Individual hired into a part-time post-doctoral assignment who is paid (typically on a funded grant or contract) to perform research or scholarly work and is paid for services rendered, but whose weekly amount pay does not meet the minimum FLSA threshold to be treated as an exempt professional Post Doc (\$477/wk as of 9/1/17; may change periodically) |
| EMP_CAT | POSTDOC TRAINEE/FELLOW | Postdoctoral Trainee or Fellow | Individuals appointed on a service-free post-doctoral traineeship or fellowship, such as an NIH NRSA (National Research Service Award). Such individuals have no work or service requirement; payments received are not considered pay for employment services rendered to Vanderbilt University, though may be considered taxable income. |
| EMP_CAT | EXEC OFFICER | Executive Officer | Individual who is appointed as an executive officer of the University (limited to individuals with the title of Chancellor, Provost, or Vice Chancellor) |

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| | ADMIN-AC | Administrator-AC | An administrator (other than an executive officer) who also holds academic rank/faculty status, typically with return rights to a faculty appointment in their academic home department, and whose administrative role falls in JCAT 100 or 300. Does not earn PTO. |
| EMP_CAT | ADMIN-AD1 | Administrator-AD1 | An administrator (other than an executive officer) who does <u>not</u> also hold faculty status -- or who holds only a courtesy (dependent) faculty status that does not continue beyond the end of the administrative appointment -- whose position falls in JCAT 100, and who does <u>not</u> earn specified banks of PTO nor receive PTO payout at time of separation from employment. |
| | ADMIN-AD2 | Administrator-AD2 | An administrator (other than an executive officer) who does <u>not</u> also hold faculty status -- <u>or</u> who holds only a courtesy (dependent) faculty status that does not continue beyond the end of the administrative appointment -- whose position falls in JCAT 100 or 300, and who earns PTO and receives payout of accrued but unused PTO at time of separation from employment. |
| EMP_CAT | PROF | Professional (Exempt) | A staff member who is hired into a professional role. Staff member must meet FLSA "duties" test for exemption as well as meeting the minimum FLSA salary threshold (as of 5/1/17 that amount was \$477/wk; may change periodically). Professionals typically fall in the JCATs 400 series. |
| EMP_CAT | PROF_NONEXEMPT_PT | Professional (Salaried, Non-Exempt) | A staff member who is hired into a part-time professional role. Staff member meets the FLSA duties test as a professional staff member but does not meet the minimum FLSA salary threshold to be treated as an exempt professional (as of 9/1/17, that amount was \$477/wk; may change periodically). These staff members are responsible for reporting overtime hours worked and must be paid at time-and-a-half if more than 40 hours are WORKED in a given week (PTO and holiday time, for example, do not count as hours worked). Professionals typically fall in the JCATs 400 series. |
| EMP_CAT | STAFF_NONEXEMPT | Staff (Non-Exempt) | A staff member -- other than a staff member covered by a collective bargaining agreement (a union contract) -- who works in a position that is considered FLSA non-exempt, and who must be paid hourly; for whom time reporting is required, and overtime must be paid on hours WORKED beyond 40 in a given week; PTO and holiday time, for example, do not count as hours worked. These individuals could be full-time or part-time. NOTE: Staff members whose positions are covered by a collective bargaining agreement should be classified as Union Staff. Staff positions fall in JCATS 500-800. |
| EMP_CAT | UNION STAFF | Union Staff | A staff member who is hired to work in a position that is subject to a collective bargaining agreement and who is paid on an hourly basis. |
| EMP_CAT | VTS | Vanderbilt Temporary Services (VTS) Worker | An individual who holds a temporary staff or professional assignment, typically for a period not to exceed 6 months total. The assignment may be full-time or part-time, and may be FLSA exempt (salaried) or FLSA non-exempt (hourly). Such individuals are not fully benefits eligible, but may be eligible for certain benefits such as healthcare coverage if they meet designated thresholds (e.g., if they will regularly work at least 30 hours per week) under ACA rules. |

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| EMP_CAT | GRAD ASSISTANT | Graduate Student Assistant | A Graduate Assistant is a student who is enrolled in an MS or PhD program administered through the Graduate School and who directly participates in the teaching, research, or engagement mission of the affiliated unit or organization associated with the student's thesis or dissertation. A graduate assistant can also be appointed to a position that serves the university outside of an academic department or program's teaching or research mission. NOTE: These Graduate Teaching Assistants (GTAs) and Graduate Research Assistants (GRAs) are enrolled through a Graduate School (MS and/or PhD) program; if a student is enrolled in a professional degree program (e.g., MBA, JD, or MSN), classify them as a Professional Student Assistant rather than a Graduate Student Assistant. |
| EMP_CAT | GRAD STUDENT TRAINEE | Graduate Student Trainee | A Graduate Student Trainee who is receiving a service-free stipend and who is enrolled in a MS/PhD program. Such individuals have no work or service requirement, and such stipend payments received are not considered pay for employment services rendered to Vanderbilt University, though it may be considered taxable income to the student. NOTE: If the Trainee is enrolled in a professional degree program (e.g., MBA, JD, MDiv, or MSN) and is receiving a service-free stipend, classify them as a Professional Student Trainee rather than a Graduate Student Trainee. |
| EMP_CAT | PROF STUDENT ASSISTANT | Professional Student Assistant | A Professional Student Assistant is one who is enrolled in a post-baccalaureate professional degree program (such as a JD, MBA, MDiv, or MSN program) and who directly participates in the teaching, research, or engagement mission of their academic school or college. A professional student assistant can also be appointed to a position that serves the university outside of an academic department or program's teaching or research mission. If the individual is enrolled in a graduate degree (e.g., MS or PhD) program, classify them as a Graduate Student Assistant rather than a Professional Student Assistant. |
| EMP_CAT | PROF STUDENT TRAINEE | Professional Student Trainee | A Professional Student Trainee who is receiving a service-free stipend and who is enrolled in a post-baccalaureate professional degree program (e.g., MBA, JD, MDiv, or MSN). Such individuals have no work or service requirement, and such stipend payments received are not considered pay for employment services rendered to Vanderbilt University, though it may be considered taxable income to the student. If the Trainee is enrolled in a graduate degree (e.g., MS or PhD) program and is receiving a service-free stipend, classify them as a Graduate Student Trainee rather than a Professional Student Trainee. |

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| EMP_CAT | STUDENT | Student Worker | <p>A currently-enrolled Vanderbilt student who is hired to perform services for a work unit in a role other than graduate/professional teaching assistants, graduate/professional research assistants, or graduate/professional student trainees. NOTE: If an individual is enrolled at an institution OTHER than Vanderbilt, do not use this category; such individuals must be appointed to a staff category (typically Staff/Non-Exempt), with a Temporary designation.</p> <p>NOTE: Undergraduate Vanderbilt students and foreign national students may not work more than 19 hours per week in all campus assignments -- and graduate/professional students may not work more than 29 hours per week in all campus assignments -- without advance written permission from the relevant Dean or Vice Chancellor; exceeding the limits may impact the students' benefits eligibility and/or visa status.</p> |
| EMP_CAT | 1042S (was 1042) | 1042 Scholar | <p>Non-Resident Alien who is receiving a NON-employment payment (such as a travel reimbursement, scholarship, honorarium, speaker fee, etc.) but who is subject to tax reporting and/or reporting on IRS Form 1042S.</p> |