RBHS PER-DIEM JOB CODES

Class 4 – Hourly
Class 4 is used for hourly clinical or project work. It requires start/end dates, average weekly hours and an hourly rate of pay, along with an anticipated annually rate of pay. The faculty member's time will be entered via Time & Labor in PeopleSoft.

Attributes for all Class 4:
Academic Titles: Clinical or Adjunct
Job Code/Payroll Job Title:
> Q010F: BASIC SCIENCE-PD – for basic science per-diem faculty in NJMS, RWJMS, SDM, SPH
> Q020F: CLINICAL DENTAL-PD – for clinical dental per-diem faculty in SDM
> Q030F: CLINICAL MEDICAL-PD – for clinical medical per-diem faculty in NJMS, RWJMS, SPH
> Q040F: SHP-PD – for per-diem faculty in School of Health Professions
> Q050F: SN-PD – for per-diem faculty in SN

Union Code: 040 - Hourly Employee
Contract: 12-month
Salary Table: FX, Salary Grade: F96
FTE: per-diems no longer have an FTE; leave blank on FTF
Tenure Status: NTT (Non-Tenure track)
Compensation Frequency: RBWK (Rutgers Bi-weekly)
Regular or Temporary = Temporary

Class 8 - Teaching
Class 8 is used for teaching only. It requires start/end dates, average weekly hours and a set rate of pay as $/per credit or $/course. The faculty member will receive a bi-weekly paycheck that will be the set rate of pay divided by the number of pay periods during the start and end dates of the job. Please note: if a faculty member is teaching 2 courses and the rate/course (or credit) is $2,000, then the compensation amount to be paid between the start date and the end date would be $4,000. The department can provide the rate/course (or credit) ($2,000/course), but they also need to tell UHR the number of courses or credits is "2" so that we can calculate the $4,000.

Attributes for all Class 8:
Academic Titles: Clinical or Adjunct
Job Code/Payroll Job Title:
> Q0A0F: BASIC SCIENCE-TEACH-PD – for basic science per-diem faculty in NJMS, RWJMS, SDM, SPH
> Q0B0F: CLINICAL DENTAL-TEACH-PD – for clinical dental per-diem faculty in SDM
> Q0C0F: CLINICAL MEDICAL-TEACH-PD – for clinical medical per-diem faculty in NJMS, RWJMS, SPH
> Q0D0F: SHP-TEACH-PD – for per-diem faculty in School of Health Professions
> Q0E0F: SN-TEACH-PD – for per-diem faculty in SN

Union Code: 080 - Coadjutant
Contract: 12-month
Salary Table: FX, Salary Grade: F97
FTE: per-diems no longer have an FTE; leave blank on FTF
Tenure Status: NTT (Non-Tenure track)
Standard full-time hours = 40 per week
> ***show realistic estimate of average hours per week in a year, not less than 1 hour.*

Compensation Frequency: C (Contract Pay)
Regular or Temporary = Temporary