

Definition of Pooled Positions

Position Number	Position Title	Type of Assignment	Type of Employee	Type of EPAF used with	Reminders
P01xxx	Instructional Overload	Instructional assignment beyond regular role assignment	Benefited Employee	JB_ADJ	Overload Teaching Assignments
P02xxx	Summer Months	Any workload above regular AY assignment (teaching, research, administrative)	Benefited Academic Year faculty. This is for the additional 3 months effort that can be earned	JB_SUM	Only for Academic Year Faculty
P03xxx	Graduate Assistantships	Awards for Graduate Assistantships	Graduate Students approved through the School of Graduate Studies	NH_MGA or JB_MGA	Indicate approved title in the EPAF
P04xxx	College Work Study	Awards of college work study monies from Financial Aid Office	Non-benefited students with award letters	NH_WH or JB_WH	Use correct employee class if using NH_WH of WS
P05xxx	Wage Hourly	Hourly rate	Non-benefited and/or hourly – Not work study	NH_WH, JB_WH,	Remember even semi-monthly employees must record and track hours.
P06xxx	Early Retire	Early retirement agreements	Former benefit eligible	None	HR will set up this assignment
P07xxx	Teaching No Benefits	Those teaching a course, is not receiving benefits	Non-benefited instructors	NH_TN2 or JB_TN2	Only use this for instructors listed in the catalog.
P08xxx	Volunteers / Non-paid Adjuncts/ Visiting assignments	No Pay	Serving for USU, but no pay involved. Covered by Worker's Comp.	NH_NP or JB_NP	If giving an adjunct faculty title, please insert Dean and Provost level in EPAF
P09xxx	Non-Instructional Overload	Non-instructional assignment beyond regular job assignment	Benefited employee	JB_ADJ	Usually used for exempt employees only. Must have pre-approval form signed before work begins.
P10xxx	Set amount payment (must be exempt level work)	Semi-monthly rate	Non-benefited set amount payment (must be exempt level work)	NH_MWH or JB_MW2	Must be exempt level work