

CRITICAL HR FIELDS FOR RESIDENT, POST DOC, AFFILIATES and STUDENT EMPLOYEES

EMPL CLASS	Description	COMPANY	JOB CODE	REG TEMP	FULL PART	FICA STATUS	SUB ACCOUNT	EARNINGS CODE	CITIZEN STATUS RESTRICTIONS	SUBJECT TO WITHHELD?	SUBJECT TO TAX RPTING?	FAS LEDGER	BAS GROUP	ELIG CONFIG 1	BENEFIT PROGRAM	PRE-APPROVALS REQUIRED PRIOR TO SUBMISSION TO HR DATA SERVICES VIA PAPER OR ONLINE SERVICES
G	NRSA (Grant) Research Trainee/Fellow Stipend	NIH	9905	REG	Either	E	7225	Z99	US, Perm Res, Resident Aliens	NO-UNLESS WITHHOLDINGS REQUESTED	NO-UNLESS WITHHOLDINGS REQUESTED	5	EUV	RTLFT RTLPT	EHU	OFFICE OF GRANTS AND CONTRACTS PRE-APPROVAL REQUIRED; FUNDS MAY NOT BE CHARGED TO 1 OR 2 OR 6 LEDGERS
G	NRSA (Grant) Research Trainee/Fellow Stipend	NIH	9905	REG	Either	E	7226	Z42	Non Resident Aliens ONLY	YES	1042	5	EUV	RTLFT RTLPT	EHU	OFFICE OF GRANTS AND CONTRACTS PRE-APPROVAL REQUIRED; FUNDS MAY NOT BE CHARGED TO 1 OR 2 or 6 LEDGERS
B	Resident	EUV	9950	REG	FULL	N	1350	REG					RTP	REG	RTP	
K	Resident	EUV	9903	REG	FULL	N	1355	REG					RTP	REG	RTP	If an employee has a B and a K job, their Ben Rec #s should both be set to 0. Because these are both jobs with RTP Benefit Program, having the same Ben Rec # means the benefits will come out of whichever job has the money for this month.
L	Traineeship Stipend	NIH	9901	TEMP	Either	E	7210	Z00	US, Perm Res, Resident Aliens	NO-UNLESS WITHHOLDINGS REQUESTED	NO-UNLESS WITHHOLDINGS REQUESTED	1,2,5,or 6	EUV	FTTEMP PTTEMP	NON	PAYROLL OFFICE PRE-APPROVAL REQUIRED FOR ALL LEDGERS.
L	Traineeship Stipend	NIH	9901	TEMP	Either	E	7211	Z42	Non Resident Aliens ONLY	YES	1042	1,2,5,or 6	EUV	FTTEMP PTTEMP	NON	PAYROLL OFFICE AND CONTROLLER'S OFFICE PRE-APPROVAL REQUIRED FOR ALL LEDGERS.
9	Post Doctoral Fellow	EUV	9903	REG	Either	N	1355	REG					EUV	RTLFT RTLPT	EHU	
F	Grandfathered Post Doc	EUV	9953 DO NOT USE	REG	Either	N	1355	PDR					EUV	RTLFT RTLPT	EHU	DO NOT USE
H	WOC	EUV	FACULTY ONLY	TEMP	Part-Time	N	----	----					EUV	PTTEMP	NON	
W	Federal Work-Study Funded Emory Students	EUV	9998 FWS	TEMP	Part-Time	N	1890	REG	US, Perm Res							
8	Monthly Paid Emory Student	EUV	9910	TEMP	Part-Time	E	1811	REG								
8	Biweekly Paid Emory Student	EUV	9900	TEMP	Part-Time	E	1818 Grad Student 1820 Stud Asst	REG					EUV	FTTEMP PTTEMP	NON	Multiple student jobs within the same Benefit Program (Non) can have their Ben Rec #'s all set to equal the first job's. If they have any other jobs beside student jobs, those should be assigned their own Ben Rec #.
I	Affiliate (Clifton Child Care, Assoc. for Clinical Pastoral Edu., Emory's Children Center, Ga. Assoc. of Pastoral Care, Houston Mill House, Society of Biblical Lit., & Wesley Woods Only.)	AFF	1111	Reg	Either	N	----	----					EUV	Reg	AFF	

E = exempted from FICA when enrolled full-time; N= subject to FICA

Sub-accounts 7210, 7211, 7225 and 7226 have tax and reporting implications. Consequently, a prior review/approval will be required before a payment can be made from these subcodes:

- 1) Office of Grants and Contracts Accounting (OGCA) must pre-approve all payments with subaccounts 7225 or 7226 and 5-ledgers. The Controller's Office must pre-approve all payments with 7226.
- 2) The Payroll Office must pre-approve all payments with sub-accounts 7210 or 7211. The Controller's Office must pre-approve all payments with sub-account 7211 - For all ledgers.
- 3) Office of Grants and Contracts Accounting (OGCA) will post-review all payments with sub-account 7210 or 7211 and 7225 or 7226 for accounts within the OGCA range (5 ledgers and 6-37000 through 6-39999 and 6-47000 through 6-47999.
- 4) No 1 or 2 or 6 ledgers should ever have 7225 or 7226 sub-accounts.

If sub-accounts 7210 or 7211 are used, the payment to the individual must meet the specified criteria. No Services benefiting the University or its faculty are required in order to receive the funds. Labels do not define the substance of the funds (scholarship, fellowship, grant, stipend, award). Most will be independent studies and research in preparation for the person's dissertation or thesis. There may be other reasons, but the NO SERVICE requirements must be present in all cases. There cannot be an employer/employee relationship.

HR Data Services notes: the key to whether multiple jobs can have the same Benefit Record # is that the jobs must have the same benefit program. If the employee has a B and G assignment, the jobs must have different Benefit Record #s. If the B job has the money to cover benefits, then enrollment should appear on that job record's Benefit Record # and the G job should show waive. If the B job does not have enough money, then the benefits should be termed on the B record and opened on the G record. The report on B and G salary changes and the deduction in arrears report should help identify these employees for HR Data Services. Emory only assigns the same Benefit Record # for 2 groups of employees- 1) students w/multiple assignments-all these jobs are in the NON benefit program & can be tied to 1 Benefit Record #. 2) B & K Resident Training Program employees. All other employees MUST have Benefit Record # equal the Employee Record #.