

ADJUNCT PAY CODING

When recording any adjunct work, the following codes must be recorded on the time sheet, in order to apply the labor cost correctly. (Please refer to example below)

UNDERGRADUATE LABOR ALLOCATIONS:

CAMPUS: DEPT = 216200

DVUC-MIAMI: DEPT = 439200

DVUC-FTL: DEPT = 441200

GRADUATE LABOR ALLOCATIONS:

CAMPUS: DEPT = 672200

DVUC-MIAMI: DEPT = 671200

DVUC-FTL: DEPT = 673200

ACCOUNTS:

FACULTY SALARIES (regular fulltime faculty) = 61001

SALARIES ADJUNCT (regular fulltime employee, teaching as adjunct) = 61005

VISITING FACULTY (regular fulltime faculty or employee teaching at another site) = 61702

EXAMPLE:

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|----------------------------|----------|---------|--------------|----------|---|--------------|--|
| Adjunct Pay (1) | 3 | hours x | 38.00 | /hr = \$ | - | 216200-61702 | |
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