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:

<table>
<thead>
<tr>
<th>Adjunct Pay (1)</th>
<th>Labor Allocation Dept-Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 hours x 38.00/hr = $</td>
<td>216200-61702</td>
</tr>
</tbody>
</table>