



**ACA & Account Code Changes**

**7/24/2014**

**Chart: Part-Time positions at JMU**

	Type	Account Code	Description	
	<b>*Wage</b>	114100	Non-covered position 29 hours/wk. Ave. (1500 total) Hours tracked through JMU Time Entry System Hourly pay	
Formerly - PNT	<b>Recurring Non-Teaching</b>	RNT 112130	Non-covered salaried position 1-19.9 hours/wk. (under review) Regular schedule Position is recurring MOU required	Cannot work more than 29 hours/week on average over the measurement period of 5/1 – 4/30.  Hours are cumulative for employees working multiple part-time jobs at JMU.
	<b>Temporary Non-Teaching</b>	TNT 114530	Non-covered salaried position Short-term/Less than 9 months Not rehired annually May return to another job in the future. MOU required	
	<b>Part-Time Salaried Non-Teaching</b>	PTS 112140	Covered position (VRS only) 20-29.9 hours/wk. Eligible for health benefits at full cost to the employee. Eligible for life insurance 9, 10, 11, 12 month position Renewable VP Approval Required MOU required Own position number	
	<b>Quasi-Full-Time Non-Teaching</b>	QNT 112160	Covered Position 30-39.9 hours/wk. Eligible for FT state benefits 9, 10, 11, 12 month position Renewable VP Approval Required Own position number	

\*A majority of part-time positions at JMU can fit within the wage category.

## **Information needed before hire:**

### **Consider: Does the individual have another job on campus?**

- If so, is it part-time or full-time?
- How many hours per week?
- Must consider the hours for any terminated part-time jobs in the current measurement period.

### **Call your HR Consultant to determine how the position should be classified. What HR needs:**

- What are the duties and responsibilities of the job?
- The Working Title
- Pay rate
- Is the position temporary or on-going?
- How many months will the employee work?
- Is the employee a retiree from the state?
- Can this be a wage position?

### **Memo of Understanding (MOU):**

#### **Ensures that the employee:**

- Understands the employment relationship
- Understands the hours limitation (weekly & projected)
- What benefits might come with the position
- Salary
- Supervisor and employee must sign
- Original sent to HR within 7 days

**Each part-time job needs an MOU (except for wage and adjunct)**