# ACA & Account Code Changes

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Account Code</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Wage</td>
<td>114100</td>
<td>Non-covered position 29 hours/wk. Ave. (1500 total) Hours tracked through JMU Time Entry System Hourly pay</td>
<td></td>
</tr>
<tr>
<td>Recurring Non-Teaching</td>
<td>RNT 112130</td>
<td>Non-covered salaried position 1-19.9 hours/wk. (under review) Regular schedule Position is recurring MOU required</td>
<td>Cannot work more than 29 hours/week on average over the measurement period of 5/1 – 4/30.</td>
</tr>
<tr>
<td>Temporary Non-Teaching</td>
<td>TNT 114530</td>
<td>Non-covered salaried position Short-term/Less than 9 months Not rehired annually May return to another job in the future. MOU required</td>
<td>Hours are cumulative for employees working multiple part-time jobs at JMU.</td>
</tr>
<tr>
<td>Part-Time Salaried Non-Teaching</td>
<td>PTS 112140</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>Quasi-Full-Time Non-Teaching</td>
<td>QNT 112160</td>
<td>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</td>
<td></td>
</tr>
</tbody>
</table>

*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)