

Multiple Assignment Matrix – External

Multiple Assignment Matrix	
Employee Class Compatibility for Multiple Job Assignments and the Assignment of Benefits	Description
Class 1 prime; Class 8 secondary (salary payroll)	<ul style="list-style-type: none"> ▪ Regular faculty or staff employee who also holds a secondary coadjutant teaching assignment ▪ Regular faculty employee who receives faculty summer research salary (i.e.; up to 1/11th or up to 3/9ths) ▪ Post-Doctoral Associate who also holds a secondary coadjutant assignment ▪ Regular faculty or staff employee who also holds a secondary Winter/Summer Session teaching assignment
Class 1 prime; Class 9 secondary (salary payroll)	<ul style="list-style-type: none"> ▪ Regular faculty or post doc associate who also holds a secondary fellowship assignment
Class 2 prime; no secondary assignment (hourly & salary payroll)	<ul style="list-style-type: none"> ▪ Non-employee trades
Class 3 prime; no secondary assignment (salary payroll)	<ul style="list-style-type: none"> ▪ Class 3, short-term temporary employees are limited to one assignment at a time and all applicable appointment provisions as defined in Policy 60.1.5 – Class3 and Class 4 Employment
Class 4 prime; no secondary assignment (hourly payroll)	<ul style="list-style-type: none"> ▪ Class 4 casual and seasonal employees are limited to one assignment at a time. Appointment length restrictions apply in accordance with Class 3 and Class 4 Employment Policy 60.1.5. Non-exempt class 4 casual employees may perform additional work for a different department besides their home department. Class 4 casual employees will receive overtime pay for hours worked over 40 hours per workweek. However, class 4 casual employees work an average of less than 20 hours per week in a quarter. Class 4 seasonal employees are not restricted in the number of hours worked and will receive overtime pay for hours worked over 40 hours per workweek. ▪ Pay for work performed in other departments is processed through the home department following rule #6 below.
Class 5 prime; Class 5 secondary (hourly payroll)	<ul style="list-style-type: none"> ▪ Student hourly employee who also holds another secondary class 5 assignment
Class 6 prime; Class 5 secondary (salary & hourly payrolls)	<ul style="list-style-type: none"> ▪ Teaching/Graduate Assistant who works additional hours not associated with their TA/GA assignment by holding a secondary class 5 student worker assignment. ▪ Residence Counselor who also holds a secondary class 5 student worker assignment
Class 6 prime; Class 8 secondary (salary payroll)	<ul style="list-style-type: none"> ▪ Teaching/Graduate Assistant who also holds a secondary class 8 coadjutant assignment ▪ Residence Counselor who also holds a secondary class 8 coadjutant assignment
Class 6 prime; Class 9 secondary (salary payroll)	<ul style="list-style-type: none"> ▪ Teaching/Graduate Assistant who also holds a secondary class 9 fellowship assignment ▪ Residence Counselor who also holds a secondary class 9 fellowship assignment
Class 7 prime; Class 7 secondary (salary payroll)	<ul style="list-style-type: none"> ▪ Part Time Lecturer who also holds a secondary PTL assignment
Class 7 prime; Class 8 secondary (salary payroll)	<ul style="list-style-type: none"> ▪ Part Time Lecturer who also holds a secondary Coadjutant Teaching assignment
Class 7 prime; Class 9 secondary (salary payroll)	<ul style="list-style-type: none"> ▪ Part Time Lecturer who also holds a secondary fellowship assignment
Class 8 prime; Class 5 secondary (salary & hourly payrolls)	<ul style="list-style-type: none"> ▪ Coadjutant who also holds a secondary student hourly assignment
Class 8 prime; Class 8 secondary (salary payroll)	<ul style="list-style-type: none"> ▪ Coadjutant who also holds a secondary coadjutant assignment
Class 9 prime; Class 5 secondary (salary payroll)	<ul style="list-style-type: none"> ▪ Fellow who also holds a secondary class 5 student hourly assignment ▪
Class 9 prime; Class 8 secondary (salary payroll)	<ul style="list-style-type: none"> ▪ Fellow who also holds a secondary coadjutant assignment
Class 9 prime; Class 9 secondary (salary payroll)	<ul style="list-style-type: none"> ▪ Fellow who also holds an additional secondary fellowship assignment

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Rules

- 1) assignment which carries benefits on any given date must be the primary assignment
- 2) primary department owns employee record
- 3) any regular salaried exempt staff with an additional assignment approved in accordance with policy 60.3.15.II.B receives extra pay not an additional class assignment, unless that additional assignment is for teaching. Refer to policy 60.3.15 and contact the Office of Labor Relations at 732/932-3020 ext. 4040 if considering giving an additional assignment to an exempt staff employee.
- 4) any regular salaried non-exempt staff should receive appropriate overtime pay for hours worked in excess of his/her standard work week in accordance with university policy, contractual agreements, and federal/state law. Contact the Office of Labor Relations at 732/932-3020 ext. 4040, if additional hours worked are for a job where the job duties differ from their primary assignment. The paying department must submit the request to process pay to the employee's "home department" including the employee's name, employee ID #, the date & hours worked, the rate of pay, and the combination code (account string) where the pay should be charged.
- 5) any extra pay for classes 1, 6, 7, 8, & 9 exempt employees will be entered by the home department through the time entry system as a flat amount. The paying department must submit the request to process pay to the employee's "home department" including the employee's name, employee ID #, the date & hours worked, the flat amount, the rate of pay, and the combination code (account string) where the pay should be charged. The paying department must keep all documentation and calculations in support of work performed and monies paid including a list of job duties, dates worked, and dates of payment for audit purposes.
- 6) any extra hours for class 4 non-exempt employees must be entered by the home department through the time entry system. The paying department must submit the request to process pay to the employee's "home department" including the employee's name, employee ID #, the date & hours worked, the rate of pay, and the combination code (account string) where the pay should be charged. **Hours worked are required to determine PERS and DCRP eligibility.** The paying department must keep all documentation and calculations in support of work performed and monies paid including a list of job duties, dates worked, and dates of payment for audit purposes.