



Mini-Manual

Employee Class Definitions

Employee classes drive the workflow and approval routing for ePARs. The employee classes that are available for use in the ePAR are included in this Mini Manual.

Red Highlight – indicates employee classes that should have a term date entered on Hire & Rehire ePARs.

Yellow Highlight – indicates employee classes that are paid via contract pay. Therefore, initiators should check “Yes” when asked “Is this a paid staff or faculty member working less than 12 months?” on Hire, Rehire, or Data Change/Contract ePARs.

If you have questions about this information, or, if after reviewing the other material on the ePar website, you can’t find the information you need, please e-mail hrsinfo@uvm.edu.

Term	Description
03 Month Graduate	Funded Graduate Student working June through August
4.5 Month Graduate	Funded Graduate Student that has a Fall or Spring semester assignment
09 Month Graduate	Funded Graduate Student that is working September through May
10 Month Graduate	Funded Graduate Student that is working August through May, may be a HESA student
11 Month Graduate	Funded Graduate Student that is working August through June
12 Month Graduate***	Funded Graduate Student that is working year round *** It is not required, but some 12 Month Gradates do need to have a term date (e.x. when the job is ending after 12 months.) In these cases, it should be indicated in the ePAR. Generally, 12 Month Graduates do not have term dates but are open ended like 12 Month Staff.



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09 Month Staff	Staff working 9 months, allowable terms are 8/16-5/15 and 9/1-5/31. Late starts are allowed for new hires only. Contract term changes can only be made at the conclusion of the contract term.
10 Month Staff	Staff working 10 months, allowable terms are 8/1-5/31, 8/16-6/15 and 9/1-6/30. Late starts are allowed for new hires only. Contract term changes can only be made at the conclusion of the contract term.
11 Month Staff	Staff working 11 months, allowable terms are 7/1-5/31, 7/16-6/15 and 8/1-6/30. Late starts are allowed for new hires only. Contract term changes can only be made at the conclusion of the contract term.
12 Month Staff	Staff working 12 months
04 Month Faculty	For use in CAS only
04 Month PT Faculty	A faculty member with 0.0 FTE, working a term 9/1-12/31
05 Month Faculty	For use in CAS only
05 Month PT Faculty	A faculty member with 0.0 FTE, working a term 1/1-5/31
09 Month Faculty	A faculty member with an FTE greater than or equal to .75 working a term 9/1-5/31
09 Month PT Faculty	A faculty member with an FTE less than .75 working a term 9/1-5/31
10 Month Faculty	A faculty member with an FTE greater than or equal to .75 working a term 9/1-6/30
10 Month PT Faculty	A faculty member with an FTE less than .75 working a term 9/1-6/30
11 Month Faculty	A faculty member with an FTE greater than or equal to .75 working a term 8/1-6/30
11 Month PT Faculty	A faculty member with an FTE less than .75 working a term 8/1-6/30
12 Month Faculty	A faculty member with an FTE greater than or equal to .75 working 12 months a year
12 Month PT Faculty	A faculty member with an FTE less than .75 working 12 months a year



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12 Month Post Doc Associate	All Post Doc Associates
12 Month Post Doc Fellow	All Post Doc Fellows
09 Month Pre Doc Fellow/Trainee	Pre Doc Trainees working a term 9/1 – 5/31
12 Month Pre Doc Fellow/Trainee***	All Pre Doc Trainees/Fellows ***It is not required, but some 12 Month Gradates do need to have a term date (e.x. when the job is ending after 12 months.) In these cases, it should be indicated in the ePAR. Generally, 12 Month Graduates do not have term dates but are open ended like 12 Month Staff.
Non Paid Faculty	Also known as NPC. Faculty positions with no compensation (salary dollars) or faculty paid on an additional payment voucher.
Visiting Scholar	A Visiting Scholar appointment is required for visiting faculty and post-docs who are fully-funded by external sources who will receive no salary from UVM holds a valid J-1 visa
Student	Not used for ePAR at this time
Temporary	Not used for ePAR at this time
Retiree Dependent	Not used for ePAR at this time
Retiree Disabled Dependent	Not used for ePAR at this time
Retiree Spouse	Not used for ePAR at this time
Retiree Surviving Spouse Widow	Not used for ePAR at this time