

**Personnel Accounts - Glossary
updated 1/6/20**

Ledger Account	Account Name	Detailed Description	Budget Entered By
51005	FACULTY- TENURE/TT	Employees hired into Faculty lines (Assistant Prof., Assoc. Prof., etc.) with tenure or on tenure-track. AFT unit.	Budget Office
51010	LIBRARIANS	Employees working in the Library who meet the qualifications of the AFT agreement.	Budget Office
51015	TEMPORARY FACULTY	Faculty assigned a limited contract (1 - 3 year contracts) AFT unit Article D XIII & Article O XIII	Division Proposes
51020	INSTRUCTIONAL SPECIALISTS	Employees dedicated only to instruction and curricular and advising responsibilities related to the courses he or she teaches. AFT	Budget Office
51025	CLINICAL SPECIALISTS	Employee may offer some course instruction, but his or her primary responsibility will be to coordinate and oversee the engagement of students in internships, practice, studios, and clinical and field assignments. AFT	Budget Office
51030	ARTIST IN RESIDENCE	Contemporary artists teaching Special Topics courses, work with students on Independent Study projects, plus give community lectures and student critiques. Artists teaching individual lessons, coaching chamber ensembles, and performing for the university and surrounding communities.	Budget Office
51035	SABBATICAL	Faculty out on a half or full year sabbatical. Approved by the President. An approved half year sabbatical get paid at a full rate. An approved full-year sabbatical (rare) get paid at a 75% rate.	Budget Office
52005	ADJUNCTS	A temporary faculty member who teaches no more than two (2) courses per semester. May include accompanists, costume designers, sound designers and other CART instructional-related positions previously designated as visiting specialists or part-time. Includes Adjuncts with additional responsibilities. AFT-Adjunct unit.	Budget Office
52011	SUPPLEMENTAL PAY - INSTRUCTION	Compensation issued to permanent faculty and managerial staff for academic instruction outside of their regular contractual responsibilities.. Includes compensation for faculty teaching summer and/or winter sessions.	Division Proposes
52015	OVERLOAD	Compensation for permanent faculty teaching beyond 24 teaching credit hours annually and professional staff as defined in the AFT state-union contract.	Division Proposes
52020	RELEASED TIME	Compensation for permanent faculty for non-teaching duties within load, as defined in the AFT contract.	Budget Office
53005	ADMINISTRATION - EXECUTIVE	Senior level executive employees (President, Vice President, Associate Vice President, Dean, Associate Dean, Vice Dean, Provost, Vice Provost, Associate Provost, Chief of Staff, University Counsel, Chief of University Police & Executive Director of Budget & Planning).	Budget Office
53010	MANAGERS	Non-union/exempt managerial staff.	Budget Office
53015	PROFESSIONAL STAFF	Non-teaching professional staff employees. AFT unit.	Budget Office
53018	POST DOCTORAL RESEARCHER	An employee holding a doctoral degree who is engaged for a temporary period of employment.	Budget Office
54005	ADMINISTRATIVE SUPPORT	Employees in administrative/clerical positions. CWA unit.	Budget Office
54015	FOOD SERVICE STAFF	Employees working in food service, the kitchen/typically, including the School of Conservation employees.	Budget Office
54020	HOUSEKEEPERS	Facilities employees/custodian/housekeeping staff. IFPTE unit	Budget Office
54025	SKILLED CRAFTS	Facilities employees/trades/carpenters/etc. IFPTE unit (Shuttle Bus Drivers)	Budget Office
54030	MECHANICAL EQUIP SPECIALIST	Facilities employees/trades/mechanical equipment specialist. IFPTE unit	Budget Office
54035	GROUNDS CREW	Facilities employees/grounds. IFPTE unit	Budget Office
54040	POLICE	University Police recruits/officers/lieutenants and security. PBA, NJLESA and NJSOLEA units	Budget Office
54801	OT CHARGEBACK	Charging back Police O/T to departments for special events.	Division Proposes
55005	TEMPORARY EMPLOYEES	Temporary employees hired for a limited duration. Non-union.	Division Proposes
55006	MENTORS TO STUDENT TEACHERS	Mentors for students in the Teacher Education Program. Compensation to faculty or retired teachers who travel to meet with student teachers who are MSU students seeking their teaching degree and certification	Division Proposes
55011	SUPPLEMENTAL PAY - NON-INSTRUCTION	Compensation to permanent employees (faculty and staff) for non-teaching activities outside of regular responsibilities.	Division Proposes
56005	GRADUATE ASSISTANTSHIP	Graduate students assigned an assistantship through Graduate School. Used for stipend only.	Division Proposes
57005	STUDENT EMPLOYEE - UG	Undergraduate student employees	Division Proposes
57010	STUDENT EMPLOYEE - GRAD	Graduate student employees	Division Proposes
57101	COLLEGE WORK STUDY	Federal work study student employees	Budget Office
58005	PAYROLL CHARGEBACK	Budget Office use only.	Budget Office
58006	SALARY SAVINGS	Budget Office use only.	Budget Office
58007	NEW POSITION RESERVE	Newly approved positions with funding. Position not created in Workday yet and waiting on PAAF to be filled out and approved.	Budget Office
58501	OVERTIME	Overtime earned in addition to biweekly salary. Only for FLSA and non-exempt.	Division Proposes
59810	FRINGE BENEFITS DISTRIBUTION	Total estimated fringe benefit expense	Budget Office & Revenue Centers