

Positions and Position Number Formats

Last Updated 7/24/08

Group	Position Category	Position Number	Comment	Funding	Appoint-ment	Position Type	Roll Method *		FTE	Position/Job ECLS	Examples	
							Filled	Vacant				
Current Year Adjustment Positions	A	×A×××××	Temporary appointments due to interim, temporary upgrade, temporary change in percent time, or overlap for training. Person placed on leave from continuing appointment and placed in the current year adj. position. Can also be used for interim appointment for a person who is not a current employee.			Single	Zero			A1,B1,E1,F1-F4, FA-FE,H1-H2,HE, L2-LD,P1	Interim Appointment (current employee), Temporary Increase or Temporary Decrease in Percent Time, New Hire to fill an Interim Appointment	
Permanently Budgeted	B	×B×××××	Continuing funding and continuing appointment		Continuing		Current Salary	Varies by ECLS			A1,B1,E1,F1-F4, FA-FE,H1-H2,HE, L2-LD,P1	Tenure Track Instructor; Professor (Asst/Assoc/Full); Endowed Chairs, Staff Appointment
Grant Position	G	×G×××××	Direct grant funded status positions		Grant		Current Salary	Varies by ECLS		Appt. Percent	B1,E1,F1-F4,H1-H2, L2,L4,P1	Tenure Track (non-union),
Term Funding and Appointment (Traditional TRM)	M	×M×××××	Temporary funding with temporary appointment, for one year or longer		Temp		Current Salary	Varies by ECLS			E1,F3-F4,H1-H2,L4,P1	Lecturer-Contract Faculty; Visiting Faculty; Clinical with rank; FIR
Continuing Funding-Term Appointment	T	×T×××××	Continuing funding with temporary appointment, for one year or longer	Continuing	Temp		Current Salary	Varies by ECLS		E1,F3-F4,H1-H2,L4,P1	Lecturer-Contract Faculty; Visiting Faculty; Clinical with rank; FIR; Research Faculty; Benefited Post Docs	
One-Year Limited	Y	×Y×××××	Temporary funding with faculty appointment, <u>limited to 1 year only</u>		Temp		Zero			F3,F4	Faculty Programatic Need - limited to one year	
Retiree	R	×R×××××	Early Retirement		Continuing		Current Salary	Zero		T1		
Temporary and One-Time Appointments	N	×N×××××	Casual, Part Time, Full Time Temporary, One-Time payment appointments (including Grad pooled positions)				Current Budget		1	CE,CH,DE,DH,F6,F7,F8, F9,GA,JE,JH,KE,SH,SN, SW,SX	Pooled Grad Positions; College Work Study; Student Hourly; Casual, Part Time, Full Time Temporary, One-Time Payment Appointment; Professorship Supplementals; Adjunct; In-Resident Appt.	
			Grad Single temporary appointments				Midpoint	GA		Single Grad Positions		
Stipends	C	×C×××××	Stipends				Current Budget	CE,F7		Faculty Chairs; Research Center Directors; Center Directors; Coordinators		
Exiting	E	×E×××××	Vacation and Earned Time Payout, SIP, ARC Lump Sum centrally budgeted by the USNH Budget Office and utilized System-wide.				Zero	CE,T3		Vacation Payout YEPVSB, Earned Time Payout YEPEsb, Separation Incentive, *ETFSB, ARC Lump Sum YEARSB		
Maintenance Positions	X	×X×××××	Benefits and Payroll Maintenance				Zero	CE,CH,X0		Leave Without Pay from Institution (unpaid position to generate benefits); Imputed Income; Accrual		
Budget Only (non-paying) positions	Z	×Z×××××	×Z×××AV AV - E&G Appointment Variance				Zero	Z0 (Z-zero) with PCLS (CLSCD) ZZZZZ		Positions used to capture personnel budgets that are not affiliated with positions to which people could be appointed. For example, budgets in support of earn code payments like shift, longevity or OT, or wage, appointment variances, and salary guidelines budgets.		
			×Z×××AB AB - Adjustments to Position Budgets (offsets and non-E&G)				Zero					
			×Z×××AN AN - Adjustments to Position Budgets (Non-Status)	Current Budget								
			×Z×××CI CI - E&G Salary Increase Guidelines	Zero								
			×Z×××CB CB - Increase Budgets for non-E&G	Zero								
			×Z×××CA CA - Increase Budgets for Adjunct Faculty	Current Budget								
			×Z×××CN CN - Increase Budgets for Non-Status	Current Budget								
			×Z×××EC EC - Earn Code Expenditures	Current Budget								
			×Z×××WS WS - Federal CWS Award Not Budgeted in Positions (hold award budget constant)	Zero								
×Z×××ZZ ZZ - Offset Budget on Real Federal FOAPALs to Negate the Effect in Finance	Current Budget											

Anatomy of a Position Number	Character 1	Campus Indicator: C (GSC), K (KSC), P (PSU), T (NHPTV), U (UNH), Y (SYS)
	Character 2	Position category, as defined on chart above
	Characters 3-6	Sequencer (Note: Position Category "Z" uses last 2 characters to group; these groups are assigned by the USNH Budget Office)

* Positions that have an expiration date less than or equal to 6/30 of the current fiscal year, will not roll forward into the position budget working phase during budget development (thus, will not exist as an approved position in the subsequent fiscal year). This will regularly occur with positions in Category M, but could also occur with positions in other Categories.

Note: Position Category "S" was removed from matrix 9/7/07. Category was used twice in 2003-2004; one position was cancelled, and the other left inactivated. No JOBS records ever generated.