

Payroll Definitions

Payroll	Description / Comments	Payroll Lag Time	Valid Titles	Assignment Status	Pay Basis	Min - Max Salary	Maximum Hours	Line / Position No's.
<b>28020</b>  <b>Faculty / Staff</b>	All State employees who are NOT paid on the three student based payrolls.  Includes faculty, professional, management confidential and classified service employees (maintenance, clerical, nursing and some computer related occupations).	Paid 2 weeks after end of pay period.  Payday is Wed. Checks are distributed in departments. Direct deposit is available and encouraged	Varies	Temporary Term Continuing Permanent Contingent Perm Hold with Pay Hold Assignment Provisional	Annual College Year Full Calendar Bi-Weekly Fee Hourly	Varies	Varies	Varies according to funding
<b>28021</b>  <b>Student Assistant</b>	Must be registered and attending a New York State college or university that is part of the <b>SUNY</b> system.  No high school students or private college students may be appointed to this payroll.  Not represented by a union.  May join the NYS Employees Retirement System and Deferred Compensation. Students are exempt from FICA during the academic year and in the summer if they bring proof that they are registered for summer courses. Students attending other SUNY colleges and working at Binghamton University are not exempt from FICA .	Paid 3 weeks after end of pay period.  Payday is Thursday. Check pick up is at the UU Check Distribution Center. Direct Deposit is available and encouraged	Student Assistant	Temporary	Hourly (or) Fee  <b>"POETS" required</b>  <b>For fee payment</b> Timesheets are retained by dept for auditing. The fee payment cannot be less than the number of hours worked x the minimum wage or more than the number of hours x the maximum hourly rate. Timesheets must show time in and	Minimum \$5.85 (federal minimum wage)  Maximum \$15.78 set by NYS Division of the Budget, Departments are encouraged to pay the NYS minimum wage of \$7.15 but are only required to pay the federal minimum wage to students.	20 when classes in session (all jobs combined); International students on a Visa are restricted to 20 hours ( all jobs on campus combined regardless of who the employer is) while classes are in session. Can work more hours during semester breaks and over the summer.  40 when classes NOT in session (all state jobs combined)  Should not exceed 40 hours per work week. However, if works more than 40 has to be paid at 1 and 1/2 for all hours over 40 in a work week For "Fee" payments, please follow specific instructions for required web-form entries.	20000 series
<b>28023</b>  <b>Federal College Work Study Student</b>	Must be registered and attending Binghamton University.  Must be approved by Financial Aid to receive a Federal College Work Study grant.  Not represented by a union.  May join the NYS Employees Retirement System and Deferred Compensation. Exempt from FICA during academic year. No summer employment on this payroll.	Paid 3 weeks after end of pay period.  Payday is Thursday Check pick up is at the UU Check Distribution Center. Direct deposit is available and encouraged.	Federal College Work Study Student	Temporary	Hourly ONLY  "POETS" Not Needed	Minimum \$5.85 (federal minimum wage)  Maximum \$15.78 (set by the Division of the Budget). Departments are encouraged to pay NYS minimum wage but are only required to pay the federal	20 when classes in session (all state jobs combined);  40 when classes NOT in session (all state jobs combined)  Should not exceed 40 hours per work week.  Tenative End Date matches expiration of their grant or the Friday before Commencement whichever comes first. Earnings cannot exceed the amount of the work study grant on this payroll. If earning are going to exceed grant, employee needs to be moved to student assistant payroll.	80000 series

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<b>28029</b>  <b>Graduate Assistant &amp; Teaching Assistant</b>	<p>Must be registered and attending Binghamton University.</p> <p>Offered and accepted a position as Teaching Assistant or Graduate Assistant.</p> <p>Represented by a union, GSEU.</p> <p>Eligible for Health Insurance.</p> <p>Tentative End Date matches the end date of the semester in which their obligation ends.</p> <p>At the present time, can not be on Faculty/Staff and GA/TA payroll at the same time.</p> <p>May join the NYS Employees Retirement System and</p>	<p>Paid 2 weeks after end of pay period (same as faculty/staff)</p> <p>Payday is Wed. Check distribution is in the departments. Direct deposit is available and encouraged.</p>	<p>Graduate Assistant</p> <p>Teaching Assistant</p>	Administrative	Bi-Weekly ONLY	<p>Per stipend</p> <p>Current contract has expired so stipend is frozen until new contract.</p>	<p>Full-time GA or TA is 50% = 20 hours per week</p> <p>Part-time is = 10 hours per week. Time sheets recording presence or absence are required and are available on on HR home page.</p> <p>Current rate: \$8093 for full assistantship for academic year. \$4046.50 for partial assistantship for academic year. To be eligible for health insurance stipend must be for at least \$4122 for the academic year for a full assistantship. International visa holders are required to have health insurance. Returning GATA employees retain last salary if return to same assistantship.</p>	<p>TA's = 90000</p> <p>GA's = 91000 series</p>
<b>28025</b>  <b>Scholarship recipients</b>	<p>Required to be attending Binghamton University. Received a scholarship for more than tuition, books and fees. Required to be an international student on a VISA.</p>	<p>3 weeks - Usually paid in one check per semester approximately half way through the semester</p>	Scholarship Recipient	Temporary	Lump Sum Fee	Taxable amount of scholarship as identified by Financial Aid and/or the	No work obligation. Payment is for taxable portion of scholarship only	75000 series