

Faculty of Arts and Sciences -- Payroll Coding Guidelines for Instructional Appointments - for FCOR Departments (TUB 370)

Indicates Change

Type of Appointment	Comments	Chart of Accounts Coding as of 7/1/09						
		Tub	Org	Object	Fund*	Activity	Sub-Act.	Root

Teaching Budget (for Dept. Use):

Ladder Faculty

600800 - Ladder Faculty

Junior Faculty (Associate Prof., Assistant Prof.)	Appts. Processed by Department							
	Named Chairs	370	Various	6020	Endowment Fund	600800	0000	00000
	Unnamed Chairs	370	Various	6020	000800	600800	0000	00000
	Unnamed Chairs	370	Various	6020	Endowment Fund	600415	0000	00000

Non-Ladder Faculty

600801 - Non-Ladder Faculty

Other Academic Appointments	Appts. Processed by Department							
	Prof. of the Practice (Faculty Affairs)	370	Various	6010	000801	600801	0000	52100
	Senior Lecturer	370	Various	6010/6030	000801	600801	0000	00000
	Senior Preceptor	370	Various	6010/6030	000801	600801	0000	00000
	Lecturer	370	Various	6030	000801	600801	0000	00000
	Dependent Lecturer	370	Various	6030/6050	000801	600801	0000	00000
	Preceptor	370	Various	6030	000801	600801	0000	00000
	Instructor/Convertible Instructor	370	Various	6030	000801	600801	0000	00000

Visiting Faculty and Purchases

600802 - Visiting Faculty

Visiting Faculty or Lecturer***	Appts. Processed by Department	370	Various	6030	000802	600802	0000	00000
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Instructional Budget:

Teaching Fellows (full time students who have appointments)	Appts. Processed by Department	370	Various	6140	000780	600200**	0000	00000
Teaching Assistants	Appts. Processed by Department	370	Various	6152	000780	600200**	0000	00000

Departmental Budget:

Other Faculty (Research Fellows)	Appts. Processed by Department	370	Various	6030	Various	Various	Various	Various
Post Docs (with grant made to Harvard)	Appts. Processed by Department	370	Various	6150	Various	Various	Various	PI/Faculty root
Research Assistants (full time students who have appointments)	Appts. Processed by Department	370	Various	6140	Various	Various	Various	PI/Faculty root
Post Doctoral Fellows (grant to individual), Visiting Scholars (who are not performing svcs for Harvard)	Appts. Processed by Department	370	Various	6450/6452	Various	Various	Various	PI/Faculty root

*In most cases, the fund will be the unrestricted funds 000800-000802, if a faculty member is named to a professorship or is paid from other restricted funds, then the fund will change.

**This activity reflects the generic Instruction & Departmental Research Activity value. If a depart. has set up activities for each course or some other Instruction related category, that may be used for the Instructional Support Budget.

***If a visitor is being paid via a lease employee arrangement, the same fund and activity will be used but the object will change to services purchased.

FAS - Start up, Recruitment and Relocation Coding Guide - FCOR Departments

Indicates Change

Fund Title	Tub	Org	Object	Fund	Activity	Sub-Act.	Root
Senior Faculty Start up	370	Various	Various	000770	600200	0000	Fac. Root
Junior Faculty Start up	370	Various	Various	000775	600200	0000	Fac. Root
Senior Faculty Recruitment	370	Various	Various	000790	600340	0001	00000
Junior Faculty Recruitment	370	Various	Various	000790	600340	0002	00000
Senior Faculty Relocation	370	Various	Choice ¹	000790	600350	0001	00000
Junior Faculty Relocation	370	Various	Choice ¹	000790	600350	0002	00000
Visiting Faculty Senior Rec/Reloc.	Coding and approval must be obtained by Assistant Dean of Faculty Affairs in your division						
Visiting Faculty Junior Rec/Reloc.	Coding and approval must be obtained by Assistant Dean of Faculty Affairs in your division						

¹ If a Faculty member has already accepted the position, use object code 6220 - Extra compensation no fringe assessed -- in most cases, if the person has not yet accepted the position, you should use the object code for either Domestic Travel or Foreign Travel.

Recruitment and Relocation reimbursements are processed in Asperin using the Gift/Third Party screen to use the correct earnings code.