

**Concurrent Appointment Supplemental Chart**

| Job 1       |                                                          | Job 2                        |                                                                             | Pay Cycle                    | Comments |                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------|----------------------------------------------------------|------------------------------|-----------------------------------------------------------------------------|------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description | Pay Method                                               | Description                  | Pay Method                                                                  |                              |          |                                                                                                                                                                                                                                                                                                                                                                                           |
| 1           | Exempt Staff                                             | Salaried                     | Academic- any                                                               | Salaried                     | MONTHLY  | No adjustments necessary.                                                                                                                                                                                                                                                                                                                                                                 |
| 2           | Exempt Staff                                             | Salaried                     | Non-Exempt Staff                                                            | Positive or Exception Hourly |          | Pay cycle depends on the employee's primary affiliation with the university/ most consistent source of employment. <u>*Consult with HR regarding payment schedule.</u>                                                                                                                                                                                                                    |
| 3           | Non-Exempt Staff                                         | Positive or Exception Hourly | Academic (non-student), appointed for less than one year: e.g. 9/9 Lecturer | Salaried                     | BIWEEKLY | Due to the temporary nature of the academic job, the employee should be paid on the biweekly cycle if it is anticipated that the employee will continue the staff appointment when the academic appointment is over. <u>*Consult with AP regarding payment schedule for the academic position.</u><br><br>The employee will continue to be paid at an hourly rate for the staff position. |
| 4           | Non-Exempt Staff                                         | Positive or Exception Hourly | Academic, appointed for one year or more (e.g. 9/12 Lecturer)               | Salaried                     | MONTHLY  | The employee will continue to report positive hourly time for the non-exempt staff position on a monthly pay cycle.                                                                                                                                                                                                                                                                       |
| 5           | Graduate Student in ASE hourly title (e.g. Reader/Tutor) | Positive Hourly              | Graduate Student in salaried Academic student title (e.g. GSR, TA)          | Salaried                     | MONTHLY  | The employee will continue to report positive hourly time for the hourly position on a monthly pay cycle.                                                                                                                                                                                                                                                                                 |
| 6           | Casual Restricted student title                          | Positive Hourly              | Graduate Student in Academic student title                                  | Salaried/Positive Hourly     | MONTHLY  | The employee will continue to report positive hourly time for the hourly position on a monthly pay cycle.                                                                                                                                                                                                                                                                                 |
| 7           | Academic-any                                             | Salaried                     | Academic By-Agreement (e.g. Lecturer in Summer Session)                     | By-agreement                 | MONTHLY  | No adjustments necessary.                                                                                                                                                                                                                                                                                                                                                                 |
| 8           | Exempt Staff                                             | Salaried                     | Academic By-Agreement (e.g. Lecturer in Summer Session)                     | By-agreement                 | MONTHLY  | No adjustments necessary.                                                                                                                                                                                                                                                                                                                                                                 |
| 9           | Non-Exempt Staff                                         | Positive or Exception Hourly | Academic By-Agreement (e.g. Lecturer in Summer Session)                     | By-agreement                 | BIWEEKLY | Since the academic appointment is temporary the by-agreement payment should be made on the biweekly pay schedule.                                                                                                                                                                                                                                                                         |