Employee Class codes in Banner are extremely important. Employee Classes drive benefits, leave and earnings eligibility and are used in reporting to identify different types of employees e.g. SPA, EPA, Part Time, Permanent, Temporary, Exempt, Non-Exempt, etc. If the Employee Class code is not correct, the employee may not receive appropriate benefits or leave, and ECU will report inaccurate information to departments, colleges, divisions, senior administrators, General Administration, and Federal and State regulatory agencies.

Whenever possible, we default the correct Employee Class on the EPAF so the correct code is already there. There are cases, however, when you need to choose the right Employee Class. The information below is intended to help you understand Employee Class codes so you can make the appropriate choice. Note: Some Employee Classes appear in more than one section. For example, SPA Time Limited are considered Permanent employees so the SPA Time Limited Employee Classes appear under SPA Permanent and under SPA Time Limited.

<table>
<thead>
<tr>
<th>SHRA Permanent Full Time</th>
<th>CSS Permanent Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1 SHRA FT Perm exempt</td>
<td>SA CSS FT Perm nonexempt 100</td>
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<tr>
<td>S2 SHRA FT Perm nonexempt 100</td>
<td>SB CSS FT Perm exempt 100</td>
</tr>
<tr>
<td>S8 SHRA TimeLtd 1 to 100 nonexempt</td>
<td>SH CSS TimeLtl 1 to 100 nonexempt</td>
</tr>
<tr>
<td>SK SHRA Time Ltd 1 to 100 exempt</td>
<td>SJ CSS Time Ltd 1 to 100 exempt</td>
</tr>
<tr>
<td>SN SHRA FT Permanent 9 Month</td>
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<th>SHRA Permanent Part Time</th>
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<tbody>
<tr>
<td>S3 SHRA PT Perm nonexempt 75 to 99</td>
<td>SC CSS PT Perm nonexempt 75 to 99</td>
</tr>
<tr>
<td>S4 SHRA PT Perm exempt 75 99</td>
<td>SD CSS PT Perm exempt 75 to 99</td>
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<tr>
<td>S5 SHRA PT Perm nonexempt 50 to 74</td>
<td>SE CSS PT Perm nonexempt 50 to 74</td>
</tr>
<tr>
<td>S6 SHRA PT Perm exempt 50 to 74</td>
<td>SF CSS PT Perm exempt 50 74</td>
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<tr>
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<tr>
<td>SK SHRA Time Ltd 1 to 100 exempt</td>
<td>SJ CSS Time Ltd 1 to 100 exempt</td>
</tr>
<tr>
<td>SM SHRA PT Perm 10 Month 75 to 99</td>
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<td>SP SHRA PT Perm 9 month 75 to 99</td>
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</tr>
<tr>
<td>SQ SHRA PT Perm 9 month 50 to 74</td>
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<table>
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<tbody>
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<td>SH CSS TimeLtl 1 to 100 nonexempt</td>
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<tr>
<td>SK SHRA Time Ltd 1 to 100 exempt</td>
<td>SJ CSS Time Ltd 1 to 100 exempt</td>
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<table>
<thead>
<tr>
<th>SHRA Temporary</th>
<th>CSS Temporary</th>
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</thead>
<tbody>
<tr>
<td>S0 SHRA Intermittent 1 thru 75</td>
<td>ST CSS Temp 1 to 100 nonexempt</td>
</tr>
<tr>
<td>S9 SHRA Temp 1 thru 100 nonexempt</td>
<td>SU CSS Intermittent 1 thru 75</td>
</tr>
</tbody>
</table>
## Employee Class Guide

### SAAO Full Time (Senior Administrative Academic Officer)
- **E1** SAAO IA 100
- **E2** SAAO IB FT

### SAAO Part Time (Senior Administrative Academic Officer)
- **E0** SAAO IB PT 75 thru 99
- **E3** SAAO IB PT 50 thru 74

### EHRA Faculty Permanent Full Time
- **EA** Faculty FT Perm 9mo 100
- **EB** Faculty FT Perm 12 mo 100
- **EJ** Faculty Librarian Joyner Perm
- **EK** Faculty Librarian Laupus Perm
- **EL** Fac MD wSFB FT Perm 100
- **EN** Fac PhD wSFB FT Perm 100
- **EQ** Fac Clin Fellow w SFB FT
- **ES** Faculty Hourly Perm Moonlite
- **EV** Faculty FT Perm 11mo 100

### EHRA Faculty Permanent Part Time
- **EC** Faculty PT Perm 9mo 75 thru 99
- **ED** Faculty PT Perm 9mo 50 thru 74
- **EE** Faculty PT Perm 9mo Lt 50
- **EF** Faculty PT Perm 12mo 75 to 99
- **EG** Faculty PT Perm 12mo 50thru74
- **EH** Faculty PT Perm 12mo LT 50
- **EM** Fac MD wSFB PT Perm 75 99
- **EP** Fac PhD w SFB PT Perm 75 to 99
- **ER** Fac Clin Fellow wSFB PT Perm
- **ES** Faculty Hourly Perm Moonlite
- **EZ** Fac Phased Retir PT Perm 12mos
- **F3** Fac Phased Retir PT Perm 9 mos

### EHRA Faculty Temporary
- **ET** Faculty Temporary

### EHRA Non-Faculty Permanent Full Time
- **E1** SAAO IA 100
- **E2** SAAO IB FT
- **E4** Non Faculty EHRA FT Perm 100
- **E9** Non Faculty EHRA FT Perm 9 Mos
- **EY** Non Faculty EHRA FT Perm 10 Mos

### EHRA Non-Faculty Permanent Part Time
- **E0** SAAO IB PT 75 thru 99
- **E3** SAAO IB PT 50 thru 74
- **E5** Non Faculty EHRA PT Perm 75to99
- **E6** Non Faculty EHRA PT Perm 50to74
- **E7** Non Faculty EHRA PT Perm LT50
- **F1** Non Fac EHRA PT Perm 9mos 75to99
- **F2** Non Fac EHRA PT Perm 9mos 50to74

### EHRA Non-Faculty Temporary
- **E8** Non Faculty EHRA Temporary

### Work Study Student
- **X1** Student Work Study Fin Aid

### Self Help Student
- **X2** Student Self Help

### Undergraduate Assistant
- **X3** Undergraduate Assistants

### Graduate Assistant
- **X4** Graduate Assistants

### Post Doctoral Fellow
- **Y2** Post Doctoral Scholar

### Pre Doctoral Intern
- **Y3** Pre Doctoral Intern

### Casual Employee
- **Y1** Casual Employees Special