

New Jersey Institute of Technology

Payroll Expense Account Codes

as of July 1, 2021

Account Code	Account Code Title	Account Code Description
610001	Tenure/Tenure Track Faculty	Fall and Spring semester salary expense for all tenure and tenure track faculty, includes rank of Distinguished Professors, Professors, Associate Professors and Assistant Professors.
611002	Non-Tenure/Non-Tenure Track Faculty	Fall and Spring semester salary expense for all non-tenure faculty, includes full or part-time visiting faculty that are not special lecturers.
611003	University Lecturer	Non-tenure track faculty appointment as a special lecturer.
611005	Professor of Practice	Full-time or part-time non-tenure track faculty who are accomplished professionals and possess state-of-the-art expertise in contemporary practice in fields such as business, industry, government, the arts, and the professions. Appointments are made for one semester or one year in accordance with the policies and procedures of the hiring administrative unit, and may be extended for up to three years based on an annual review by the academic unit.
612007	Academic Year Release Time - Grant	Fall and Spring semester faculty teaching load reduction for working on a grant or contract that supports the faculty effort.
612008	Academic Year Release Time - Grant Match	Fall and Spring semester faculty teaching load reduction for working on a grant or contract that is not funded by external sources, may be seed support or required grant/contract match.
613015	Academic Year Adjunct	Fall and Spring semester adjunct faculty appointment.
613016	Academic Year Teaching Fellowship	Fall and Spring semester graduate student appointment acting in a teaching capacity, in lieu of adjunct.
614020	Summer Adjunct and Teaching Fellows	Summer session adjunct faculty and teaching fellow appointment.
614021	Winter Adjunct and Teaching Fellows	Winter session adjunct faculty and teaching fellow appointment.
614024	Faculty Summer Research	All faculty research efforts occurring over the summer period.
614026	Faculty Summer Administration	All faculty administration efforts occurring over the summer period.
615028	Other Compensation - Faculty	Special lump-sum payments that are not considered part of the employee's base salary.
616101	Administrators	All compensation to full and part-time permanent professional and managerial employees who are exempt from the Fair Labor Standards Act and are, therefore, not eligible to receive overtime pay.
616108	Other Professional Compensation	Special lump-sum payments which are not considered part of the employee's base salary, such as vacation accruals, student advising, etc.
617201	Support Staff	Includes full and part-time permanent secretarial, clerical, technical, security and physical plant support staff that must comply with the Fair Labor Standards Act, and are, therefore, eligible to receive overtime pay.
617208	Other Compensation - Staff	Special one-time payment not part of the employee's base salary, such as uniform pay.
618004	Hourly Staff	All employees (except NJIT students) paid on an hourly basis. Payment for hours worked is by a timesheet submitted to the NJIT Payroll Office.
618005	Temporary Salaried Staff	All salaried employees (except NJIT students) with a scope of employment less than 1 year, e.g. Team Coaches, Post Doctorate Researchers, Research Assistants, etc. If scope of employment exceeds one year, account code 617201 should be used.

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618006	Overtime	Pay for working hours in excess of base hours associated with position. Overtime must be approved in advance by Department Chair/Director, Vice President and submitted to the Budget Department to arrange budget allocation.
619104	Graduate Assistant Stipend	Stipend payment to graduate student not supported through the NJIT Office of Graduate Studies. (Requires prior approval for eligibility by the NJIT Office of Graduate Studies)
619105	GA Graduate Studies	Stipend payment to a graduate student approved and funded through the NJIT Office of Graduate Studies allocation.
619106	Graduate Stipend - Grant Match	Stipend payment to a graduate student funded from grant match.
619108	Undergraduate Stipend	Stipend payment to an undergraduate student. Requires prior approval by Student Financial Aid Services.
619111	Hourly FCWS	Students participating in the Federal College Work-study Program and being paid on an hourly basis. (Coordinated through the Student Financial Aid Services Office)
619112	Hourly FCWS - Match	Required NJIT match to the Federal College Work-study Program. (Coordinated through the Student Financial Aid Services Office)
619113	Hourly IWS	Student funded by a department and paid on an hourly basis. (Coordinated through the Student Financial Aid Services Office)
619114	Student Tutors	Self-explanatory
619504	Graduate Assistant Stipend - UCAN	Stipend payment to a UCAN eligible graduate student not supported through the NJIT Office of Graduate Studies. (Requires prior approval for eligibility by the NJIT Office of Graduate Studies)
619505	GA Graduate Studies - UCAN	Stipend payment to a UCAN eligible graduate student approved and funded through the NJIT Office of Graduate Studies allocation.
619506	Graduate Stipend - Grant Match - UCAN	Stipend payment to a UCAN eligible graduate student funded from grant match.
657050	Composite Fringes - Full-Time	Composite rate allocated to every full-time faculty/administration/staff salary expense.
657060	Composite Fringes - Summer	Composite rate allocated to every full-time faculty summer research/administration salary expense.
657070	Composite Fringes - Part-Time	Composite rate allocated to every part-time faculty/administration/staff and student salary expense.
658099	Other Fringe Benefits	Fringe benefit expense not defined elsewhere.