

Determining Expenditure Codes for Appointment Types

Appointment Type	Code Type
Faculty	Employee
Emeritus Professor	Employee or Non-Employee ←
Academic Staff	Employee
Classified Staff	Employee
LTE Staff	Employee
Student Hourly	Employee

Check 3270. If they are receiving pay, they are employees. If they are not receiving any pay, they are non-employees.

Student Assistant Category:

Teaching Assistant	Employee
Project Assistant	Employee
Combination Fellow & TA	Employee or Non-Employee ←
Fellow*	Non-Employee
Trainee*	Non-Employee
Research Assistant*	Non-Employee

If an individual is a Fellow and a TA, his/her expenditure should be coded for the position he/she is doing the traveling for. If he/she is traveling as a TA, then it should be noted that his/her travel relates to his/her "TA position" and should be coded as an employee. If his/her travel relates to his/her Fellow position, then it should be noted that he/she is traveling as a 'Fellow' for a project, and his/her travel should then be coded as a non-employee.

*Per UW Policy, these three appointments are considered non-employees.