Group Positions in HRMS

Non-exempt or Exempt status is based on FLSA requirements not necessarily the pay frequency. Thus, the descriptions used here reflect these legal requirements.

There are only six (6) group positions that may be used in PeopleSoft HRMS:

- Graduate Students
- Student Assistants
- Miscellaneous Exempt
- Miscellaneous Non-Exempt
- Miscellaneous Faculty
- Summer Faculty

Use the following criteria to assign individuals to group positions in PeopleSoft HRMS:

**Graduate Students**
- Must use this position for *Graduate Research Assistants, Graduate Student Assistants, Graduate Teaching Assistants, and Graduate Assistants.*

**Student Assistants**
- Must use this position for *all undergraduate students.* A working student cannot be assigned to this position and a Graduate Assistant position at the same time.

**Miscellaneous Exempt**
- Must use this position for *any employee being paid on a salaried basis* (academic year or annual earnings) and exempt from overtime.
  
  Examples: Post Doctoral Fellows and salaried Tech Temps.

  Do not use for: Academic Faculty, Research Faculty, or anyone paid biweekly.

**Miscellaneous Non-Exempt**
- Must use this position for *any employee being paid on an hourly basis and subject to overtime.*
  
  Examples: Hourly paid retired but working (Faculty or Classified), hourly paid researchers working 49% time (or less), and Tech Temps.

**Miscellaneous Faculty**
- Must use this position for *any Academic or Research Faculty being paid on a salaried basis.*

**Summer Faculty**
- Must use this position for *any academic contract individual teaching, conducting research, or working on service projects during the summer semester.* An individual can be assigned to this group position as well as a line item position in the same department.

  Do not use for: Graduate Students or Post Doctoral Fellows.