

Chart of Accounts and Account Description - Personnel Account Codes

Regular (Permanent) Full-Time Positions			
<i>All FRS Participants</i>			
<i>Acct #</i>	<i>Description</i>	<i>Example</i>	
51000	Executive Management	President, Vice Presidents, Executive Directors (>=MA8)	
51100	Instructional Management	Academic Deans and Academic Directors	
51200	Institutional Management	Non Academic Deans and Non Academic Directors	
52001	Instructor/Professor	Full-Time Instructors	
52002	Instructional Librarian	Reference or Instructional Librarian	
52003	Instructional Advisor		
52004	Instructional Coach		
53000	Managerial – Administrative Staff	Managers, Coordinators, Advisors	
53300	Professional Technical Staff	Technicians	
54000	Professional Administrative, Prof Crafts-Trades Staff	Assistants, Specialists	
Overload/Supplemental/Substitution Codes			
<i>All FRS Participants</i>			
52100	Full-Time Instructional Overload/Supplemental	Full-Time Faculty Overload	
52200	Full-Time Instructional Substitution	Full or Part-Time Substitute Instructor	
52400	Full-Time Instructional Sabbatical	Full-Time Sabbatical Leave	
53100	MA Staff Overload/Supplemental	Full or Part-Time Managerial-Administrator Overtime or Supplement	
53200	MA Staff Substitution	Full or Part-Time MA Staff Approved for Substitution duties	
54100	Professional Administrative, Prof Crafts-Trades Overtime	Full or Part-Time Professional Administrative or Crafts-Trades Overtime	
Regular (Permanent) Part-Time Positions			
<i>All FRS Participants</i>			
51500	MA	Reg Part-Time Executives, Administrators, Managers in FRS	
52504	Instructional	Reg Part-Time Instructors in FRS	
53500	Professional	Reg Part-Time Technical in FRS	
54500	Professional Administrative, Prof Crafts-Trades Regular Part-Time	Administrative Specialist Part-Time in FRS	
Non-Permanent Positions			
<i>Acct #</i>	<i>Description</i>	<i>Examples</i>	<i>Position Number</i>
52001	Temporary Full-Time Instructors receiving retirement only	Create a 888xxx or if filling in 100% for established position give that established pos num	
53000	MA temporary employee receiving retirement only	Create a 888xxx or if filling in 100% for established position give that established pos num	
54000	PA, PCT Full-Time temporary employee receiving retirement only	Create a 888xxx or if filling in 100% for established position give that established pos num	
55000	OPS MA no benefits	Part-Time Exec, Admin, Managers	
56001	Adjunct Instructor	Credit and Non-Credit Adjuncts	(Credit)=999545 (Non-credit)=999544
56002	OPS Part-Time Librarian		999536
56003	OPS FT Librarian/Counselor	Advisor	999542
56003	OPS Part-Time Advisor		999510
56004	OPS Part-Time Coach		999555
56100	OPS Instructional Substitutes	Approved substitution duties	
56500	Part-Time Professional	Tutors, Lab Assistant	999546
57000	OPS FT Clerical		999538
57000	OPS FT Tech/Para Prof		999534
57000	OPS PT Clerical		999541
57000	OPS PT Tech/Para Prof	Trade, Tech, Service	999535
58100	Work Study Students		999547
58300	Student Assistants	Notetaker	999549