Instructional Positions Guide for FLAC Assignments

Position numbers are 6-digits and are unique to each department. For example:

7 2 9 4 5 0

*The first 3 numbers indicate the type of faculty and instructional assignment.*
*The last 3 numbers typically indicate the type of fund that pays the assignment.*

### ASSIGNMENT TYPE | FUND TYPE | POSITION PREFIX | EMPLOYEE TYPE | CONTRACT TYPE CODES
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Part-time course teaching | RTI | 727XXX | TE Temporary EHRA | TE, TZ, TX, NA (no pay)
DE part-time course teaching | DE | 727XXX | TE Temporary EHRA | TE, TZ, TX, NA (no pay)
Graduate student course teaching *(Paid through EPAF)* | RTI | 728XXX | GR Graduate Students | None
DE | 728XXX | GR Graduate Students | None
Supplemental pay | RTI | 729XXX | MM Permanent EHRA | OV, EX, XX, NA (no pay)
DE supplemental pay | DE | 729XXX | MM Permanent EHRA | OV, EX, XX, NA (no pay)
Summer course teaching | Summer | 438XXX | MM EHRA | SS, TE EHRA, ST
|  |  | TE & MM EHRA | NA (no pay)
DE summer course teaching | Summer | 4DEXXX | MM EHRA | SS, TE EHRA, ST
|  | DE | TE & MM EHRA | NA (no pay)

### ACRONYM LEGEND

**DE** | Distance Education
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Courses that do not meet face-to-face on the main campus:
- Location is EXT or ONL
- 800-section number (e.g. SUB 202-800)
Funds that are sourced from DE student fees:
- Funds begin with a 141XXX prefix

**EHRA** | Exempt from the State Human Resources Act
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EHRA employees are 9-month faculty and some 12-month administrative or research positions.

**EPAF** | Electronic Personnel Action Form
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Self-Service Banner module for processing undergrad students, grad students, and hourly SHRA temp staff employees.

**FLAC** | Faculty Load and Compensation
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Banner and Self-Service Banner modules for processing pay assignments for faculty and EHRA employees.

**OAP** | Online Accelerated Program
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Courses taught in 7-week OAP semesters
- See the [OAP academic calendar](#)
Funds that are sourced from OAP student fees
- Funds begin with a 1APXXX prefix

**RTI** | Regular Term Instruction
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Courses taught in the Fall and Spring semesters

**SHRA** | State Human Resources Act
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SHRA employees are hourly and salaried staff members.
*Hourly SHRA temp staff are paid through EPAF.*