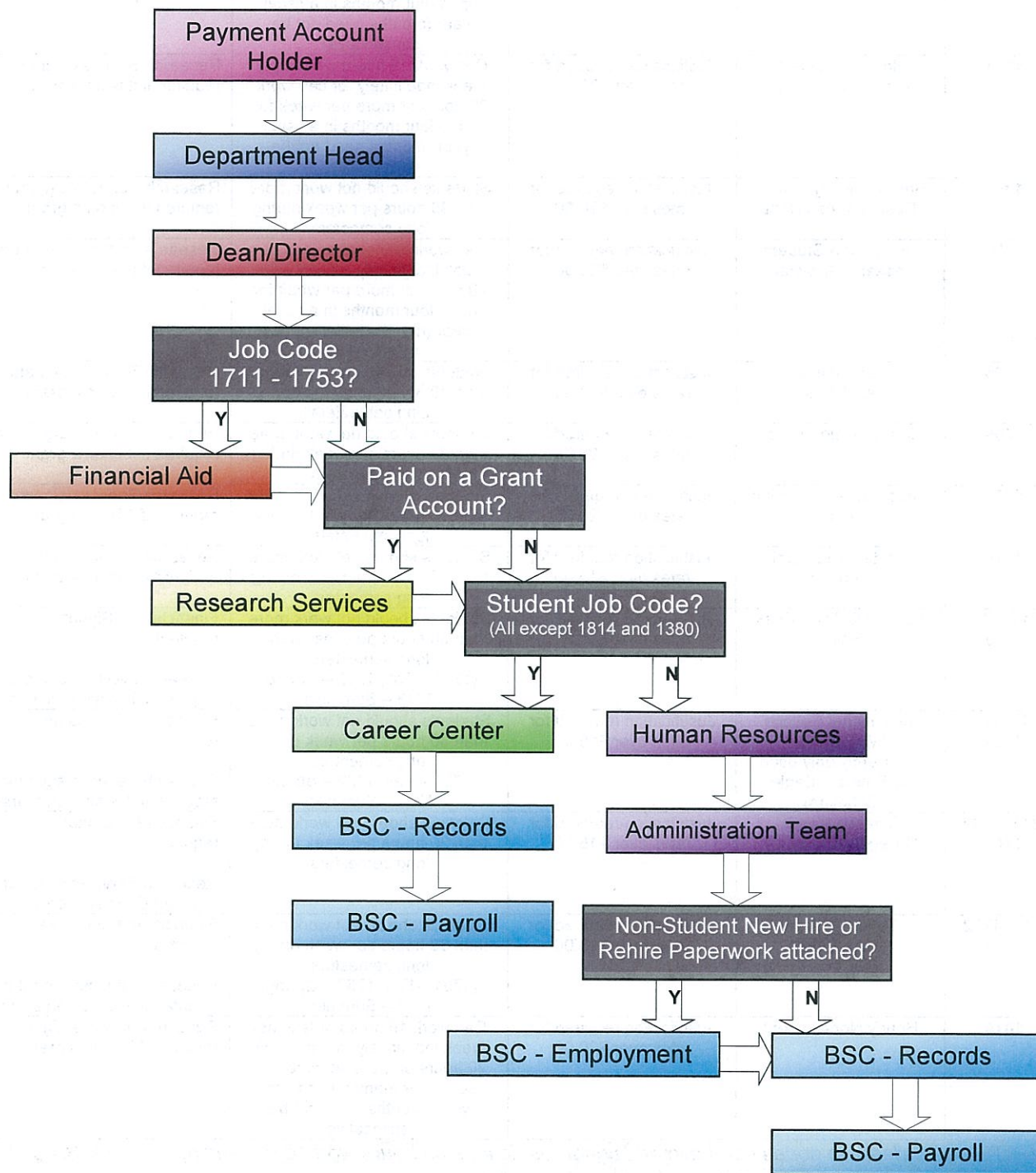



HRM-8 Signature Flow Chart



<i>HRM-8 Job Code Chart</i>				
Job Code	Title	Pay Rate Restriction	Hours Per Week Restriction	Special Instructions
1340	Hourly Postdoctoral Research Associate	Justification required for rates over \$20.00	Can work 19 hours or less per week indefinitely; or can work 20 hours or more per week for up to four months in a fiscal year (months need not be consecutive)	Research Services signature required if it is on a grant
1351	Hourly Graduate Research Assistant	Justification required for rates over \$20.00	Can work 19 hours or less per week indefinitely; or can work 20 hours or more per week for up to four months in a fiscal year (months need not be consecutive)	Research Services signature required if it is on a grant
1352	Hourly Undergraduate Research Assistant	Justification required for rates over \$20.00	Students should not work more than 30 hours per week during long semesters	Research Services signature required if it is on a grant
1380	Hourly Non-Student Research Assistant	Justification required for rates over \$20.00	Can work 19 hours or less per week indefinitely; or can work 20 hours or more per week for up to four months in a fiscal year (months need not be consecutive)	Research Services signature required if it is on a grant
1705	Student Academic Assistant	Justification required for rates over \$20.00	Students should not work more than 30 hours per week during long semesters	Research Services signature required if it is on a grant
1706	Hourly Music Service Award	Justification required for rates over \$20.00	Students should not work more than 30 hours per week during long semesters	Research Services signature required if it is on a grant
1707	Cooperative Education Hourly	Justification required for rates over \$20.00	Students should not work more than 30 hours per week during long semesters	Research Services signature required if it is on a grant
1710	Student Assistant Regular	Justification required for rates over \$15.00	Students should not work more than 30 hours per week during long semesters	Research Services signature required if it is on a grant
1711, 1712, 1713	Federal College Work Study	Justification required for rates over \$15.00	Students should not work more than 30 hours per week during long semesters (1711 – Fall, 1712 – Spring, 1713 – Summer)	Financial Aid Signature required Research Services signature required if it is also on a grant
1721, 1722, 1723	Institutional College Work Study (Currently only used by Emerald Eagle Scholars)	Justification required for rates over \$15.00	Students should not work more than 30 hours per week during long semesters (1721 – Fall, 1722 – Spring, 1723 – Summer)	Financial Aid Signature required Research Services signature required if it is also on a grant
1741, 1742, 1743	America Reads College Work Study	Justification required for rates over \$15.00	Students should not work more than 30 hours per week during long semesters	Financial Aid Signature required Research Services signature required if it is also on a grant
1751, 1752, 1753	Texas College Work Study	Justification required for rates over \$15.00	Students should not work more than 30 hours per week during long semesters (1751 – Fall, 1752 – Spring, 1753 – Summer)	Financial Aid Signature required Research Services signature required if it is also on a grant
1814	Hourly Non-Student	Justification required for rates over \$20.00	Can work 19 hours or less per week indefinitely; or can work 20 hours or more per week for up to four months in a fiscal year (months need not be consecutive)	Research Services signature required if it is on a grant

 ***NOTE:** All student job codes can have additional restrictions on hours worked depending on the VISA status of the employee. Typically this is restricted to 20 hours per week.

Related Topics/Websites:

HRM-8 form and instructions: Under 'Human Resources Management (HRM) Forms' at

<http://www.hr.unt.edu/main/ViewPage.php?cid=21>

HRM-8 Terminations: Under 'Ending Employment' at

<http://www.hr.unt.edu/main/ViewPage.php?cid=21>