

Payroll Object Codes

Object Code	Full-time or part-time?	Hours	Timesheet required for payroll processing? **	Pay frequency	Who to contact with questions	
Administrative and Professional Staff Managers, administrators, supervisors and non-faculty professionals	100*	Full-time	28 or 35	No	Semi-monthly if salary is \$50,000 or less Monthly if salary is greater than \$50,000/year	HR Officer, University Human Resources
	110	Part-time	Less than 28	No	Semi-monthly if salary is \$50,000 or less Monthly if salary is greater than \$50,000/year	HR Officer, University Human Resources
Faculty Members of the teaching staff and librarians	102*	Full-time	N/A	No	Semi-monthly if salary is \$50,000 or less Monthly if salary is greater than \$50,000/year	HR Officer, Office of Academic Appointments, Benefits Office
	Adjunct Faculty 112	Part-time	N/A	No	Semi-monthly ALL Adjunct employees	HR Officer, Office of Academic Appointments, Benefits Office
Professional Researchers Professional Researchers involved in research as a part of externally funded training and research programs	103*	Full-time	35	No (if paid semi-monthly) Yes (if paid bi-weekly)	Semi-monthly if base salary is \$536.10 or more per week Bi-weekly if base salary is less than \$536.10 per week	HR Officer, Office of Academic Appointments, Benefits Office
	113	Part-time	Less than or equal to 28	No (if paid semi-monthly) Yes (if paid bi-weekly)	Semi-monthly if base salary is \$536.10 or more per week Bi-weekly if base salary is less than \$536.10 per week	HR Officer, Office of Academic Appointments, Benefits Office
Laboratory and Technical Staff Employees who perform laboratory or other technical support positions (lab, animal, network technicians, dental assistants, etc.)	104	Full-time	35	Yes	Bi-Weekly	HR Officer, Human Resources Division
	114	Part-time	Equal to or greater than 14 but less than or equal to 28	Yes	Bi-Weekly	HR Officer, University Human Resources
Office and Clerical Staff Employees who perform secretarial, clerical and other office support duties	106*	Full-time	35	Yes	Bi-Weekly	HR Officer, University Human Resources
	116	Part-time	Equal to or greater than 14 but less than or equal to 28	Yes	Bi-Weekly	HR Officer, University Human Resources
Service Staff Employees performing services such as repairs, maintenance, security, etc.	107*	Full-time	40	Yes	Weekly	HR Officer, University Human Resources
	117	Part-time	Equal to or greater than 14 but less than or equal to 28	Yes	Weekly	HR Officer, University Human Resources
Casual Employees Part-time temporary employees, who work shorter assignments or who work intermittently	115***	Part-time	Average work hours equal to or less than 14; maximum of 25 hours in any given week. High School Students - equal to or less than 20	Yes	Bi-Weekly	HR Officer, University Human Resources

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Student Employees (Work Study) Part-time employees who are NYU students and are receiving work study/financial aid	118	Part-time	Equal to or less than 20 when school is in session	Yes	Bi-Weekly	HR Officer, Wasserman Center for Career Development
Student Employees (Non-Work Study) Part-time employees who are NYU students but are not paid through work study/financial aid	119	Part-time	Equal to or less than 20 when school is in session	yes	Bi-Weekly	HR Officer, Wasserman Center for Career Development
Graders, Tutors, Lab Assistants Part-time employees who are NYU students and perform classroom/lab-related activities	111	Part-time	Equal to or less than 20 when school is in session	No	Bi-Weekly	HR Officer, Office of Academic Appointments
Teaching Assistants Graduate students primarily focused on the development and exercise of teaching skills in their field or discipline	101	Part-time	Equal to or less than 20 when school is in session	No	Semi-monthly	HR Officer, Office of Academic Appointments, Benefits Office
Graduate Assistants Graduate students primarily focused on the development and exercise of a variety of professional and technical skills in their field of discipline	130	Part-time	Equal to or less than 20 when school is in session	No	Semi-monthly	HR Officer, Office of Academic Appointments, Benefits Office
Research Assistants Graduate students primarily focused on the development and exercise of a variety of research-related skills in their field or discipline	131	Part-time	Equal to or less than 20 when school is in session	No	Semi-monthly	HR Officer, Office of Academic Appointments, Benefits Office
Dental Residents Full-time NYU Dental School students working in clinical areas while enrolled in the Dental Residency Program	150	Part-time	N/A	No	Bi-Weekly	HR Officer, Office of Academic Appointments, Benefits Office
Post Doctoral Fellows Stipend recipients who are funded from their own sources, and are at NYU in a training capacity to develop their own research competence.	542	Full-time	N/A	No	Semi-monthly	HR Officer, Office of Academic Appointments, Benefits Office

* Full range of benefits

** For those object codes that do not require a time sheet for payroll processing, the school or unit is still accountable to track time locally.

*** In instances where Code 115 employees exceed targeted hours and assignment duration, employees are automatically entitled to a position within school/administrative unit and are eligible for all benefits associated with new full-time or part-time object code. Please ensure hiring leaders adhere to work hour guidelines and appointment assignment duration as prescribed by Legal Counsel.