

Glossary of Payroll, Employment, and Immigration Terms

Academic year appointment – Appointment that follows the academic calendar; i.e., begins week before classes start, ends on Commencement Day); days when school not in session are not work days; accrues no vacation.

Annual Rate – Period rate times 10 for an academic appointment, times 12 for a fiscal appointment, time number of pays for a summer appointment.

Associate Faculty – See Limited-Term Lecturer

B-K (or A-J, etc.) Appointment – Fiscal year appointment with one or more non-working months during the year; letters indicate start and stop months – A=July, B=August ... L=June; accrues vacation during working months.

BCIS – Bureau of Citizenship and Immigration Services; federal government agency that processes work authorization requests for not-resident alien employees; formerly known as INS.

Continuous Lecturer – Benefited teaching position; permanent, but not tenure-track

Exempt Employee – Individual whose job has been evaluated and found to be exempt from the overtime provisions of the FLSA. All faculty positions, and most administrative/professional positions, are exempt.

Extended Employment – Summer employment for academic year faculty and staff.

Extra Duty – Additional assignment and compensation for an employee who is less than 100% FTE.

F-1 – Most common type of INS non-immigrant status for international students.

Fiscal year appointment – Appointment that (typically) works throughout calendar year rather than following academic calendar. Permanent and long-term appointments accrue vacation.

FLSA – Fair Labor Standards Act of 1938; passed during Depression to encourage employment; most well known as the overtime law, also contains provisions on child labor, equal pay, and minimum wage.

Form 4 – Purdue termination form

Form 10 – Purdue monthly payroll change form

Form 10S – Purdue summer payroll change form.

Form 10B – Purdue biweekly payroll change form.

FTE – Full time equivalent; a term used to describe the time or effort expected relative to a full time appointment (which is 1.00 FTE)

Full Time Period Rate – Period rate divided by FTE; a standard used to compare salaries for different FTE levels. Full time period rate for an individual should stay same when FTE changes.

Graduate Aide – Term for a graduate teaching or research appointment at a regional campus.

“Green” Card – Card given by BCIS to internationals achieving permanent resident status; also known as the I-551 card

H-1B – Non-immigrant work authorization awarded by the INS; applied for by employer, only can be used to work for that employer; valid for three years, renewable once, for a total of six years.

Home Department – For payroll purposes, the department to which an individual’s paycheck will be delivered.

I-9 – INS employment eligibility form; required of all new, and some returning, employees; requires an individual to prove identity and eligibility to work in the U.S.

J-1 – INS exchange visitor status; among others, subcategories include students, researchers, and short-term scholars.

INS – Immigration and Naturalization Service (see BCIS above)

IRS – Internal Revenue Service

Limited-Term Lecturer – Teaching faculty who are, by definition, less than full-time; appointed for no more than one year at a time; non-benefited position; also known as associate faculty.

Nonexempt Employee -- Individual whose job has been evaluated and found not to be exempt from the overtime provisions of the FLSA. All clerical, service, and undergrad student positions are considered nonexempt and, thus, eligible for overtime. In addition, certain administrative/professional staff (Operations Assistants and Technical Assistants) are nonexempt.

NRA-100 – Purdue form used for all international employees; used to determine whether individual is a resident for tax purposes and whether any tax treaties apply.

OPT – See Optional Practical Training

Optional Practical Training – International students holding F-1 status are eligible for one year of work experience to be used during or after academic studies.

Overload – Additional assignment and compensation for an employee already at 100% FTE; academic year limit (fall through summer) is 25% additional compensation for a academic year employee, 20% for a fiscal year employee.

Position Number (from PRC) – Identifying number that corresponds to item number in university annual budget.

PRC – Generic abbreviation for a payroll change; may be Form 10, Form 10B, Form 10S

PAF – Personnel Action Form; I.U. equivalent of Purdue’s payroll change.

Peoplesoft – Software product I.U. is using for both student information system (SIS) and human resources management system (HRMS)

Period Rate – Gross dollar amount to be paid to an individual for a given period; used on payroll change.

Permanent resident – An individual who has been given permission by the INS to live in the U.S. on a permanent basis. May or may not go on to become a naturalized citizen.

Resident – For INS purposes, anyone who is a permanent resident or citizen. For IRS/tax purposes, anyone who has passed the “substantial presence test.”

SSN – See Social Security Number

Social Security Number – Government-supplied identification number issued by Social Security Administration. Mandatory for employment; among non-residents, only available if work authorization exists.

Special check – A check hand-drawn because of a faculty/staff award, missed payday, or other special circumstance. In most cases standard federal withholding of 27% applies.

T.I.N. – Taxpayer Identification Number; issued by IRS to those not eligible to work but who need a taxpayer number for other reasons (bank account, stock purchase, etc.); not valid for employment.

Visa – Document issued by Department of State that allows an individual to enter the U.S. Similar to and often confused with work authorization.