

## Full Time Exempt Non-Faculty Employees Teaching Classes

Full time (1.0 FTE) exempt staff employees might teach a class in addition to their regular duties. When a full time exempt staff person teaches a class, the pay must be under an Instructor title in order to receive instructor status with access to online tools. The appointment process utilizes a Secondary Position (additional pay above the 1.0 FTE primary job).

- **Use TTU Add Secondary Position Exempt (TSPE) ePAF**
  - Position Number - Use position number for a full time INSTRUCTOR (Pooled). NOTE: If the department does not currently have a full- time INSTRUCTOR (Pooled) position, contact HR Services – Comp and Ops to create one for the department.
  - Suffix - 00
  - FTE - 0.00
  - Annual Salary – Monthly Amount to be Paid X 9
  - Earnings Code – ADC
  - Hours or Units per Pay – 1
  - Special Rate – Monthly Amount to be Paid
  
- **Use a TTU Job Change End (TJCEND) ePAF**, after the Secondary Position ePAF has been applied, to end the Secondary Position at the end of either the Fall Semester or the Spring Semester as appropriate.
  - Make sure the Personnel date is the actual end date for this job
  - Be sure to use the same Position Number/Suffix Number combinations you used in the Secondary Position ePAF to end the appointment.