

## **Non Tech Employee**

On occasion, a person becomes affiliated with Texas Tech in a role similar to an employee, except the person is an employee of another agency or company. For instance, a researcher employed by a private company may be working with Texas Tech on a research grant and need access to academic and campus services usually provided to employees. Also, the ROTC commander is paid by the US military but works full time as the department head on the Texas Tech campus overseeing that program.

These individuals are appointed as a Non Tech Employee, using Employee Class M1, Without Compensation Employee. The appointment must be processed on the TTU New Hire Exempt ePAF, following the field by field instructions on the ePAF template with the following exceptions:

### **Employee Record**

1. Employee Class = M1
2. Leave Category = NL
3. Benefits Category = NE

### **New Job Exempt**

4. Annual Salary = 0
5. FTE = 0

### **Compensation Exempt**

6. Hours per Day = 8
7. Hour per Pay = 173.33
8. Factor = 1
9. Pays = 1

### **Create or Change Default Earnings**

10. Do not enter Earnings RGS.
11. Enter: Effective Date = Query Date; Earnings = HLN; Hrs or Units Per Pay = 1 (no entry for Special Rate; no entry for End Date); Shift = 1