## **VCUQ Classification/Compensation Types -Payments to Individuals, Employees, Local Hires**

## PROCUREMENT PROCESS

Classification	Definition	Forms/System Used to Pay	Other Notes
Independent Contractors	An individual who has entered into a contractual agreement to provide goods or services to the University, and meets the following criteria*:  Is not currently an employee of the University Has no expectation of becoming an employee at the end of contractual service Relied or will rely upon own expertise rather than following specific instructions from the department regarding performance of the required work Performed the work to the specifications of, but not under the direction of, a University employee or student Did not have the required number of work hours and/or days of the week set by the University.  VCU typically treats the following providers of services/products as independent contractors when provided by non-employees: Artwork Disc Jockey Entertainer, Actor, Talent – Public Event, Theater or Musical Production Musical Instrument tuner/repair (Piano Tuner, etc.) One-time Guest Speaker Translator: Foreign Language Translator: Deaf Writer Also, some IT and web design services  If there are any questions regarding applicability of ICA vs. employee contract, please contact the Chief Financial Officer. The Chief Financial Officer will contact VCUQ Senior Buyer and HR Administrator to determine appropriate process, if necessary.	<ol> <li>Department prepares an ICA and sends ICA and Payment Information Form to the Independent Contractor (IC) for review, completion, and signature.</li> <li>Upon receipt of ICA and Payment Information Form completed by IC, Department preparer signs ICA as Requestor and sends ICA and PR form to Department Head* for Fiscal Administrator signature (Requestor and FA may be the same person). Department Head sends ICA and PR form to Chief Financial Officer.</li> <li>Chief Financial Officer signs all ICA's, regardless of dollar amount. ICA's valued over \$2,000 must be signed by the Dean.</li> <li>Chief Financial Officer sends the completed ICA form and PR form to Procurement Manager to enter into eVA.</li> <li>If the total dollar amount exceeds \$10,000 then the procurement must be approved by VCQ Senior Buyer.</li> <li>Chief Financial Officer sends final copy of ICA and Purchase Order to IC, Requestor and VCUQ Finance.</li> <li>Upon completion of services, Requestor sends a final copy of ICA, Purchase Order, and Payment Information Form to Receiver for Banner receiving. After receiving in Banner, Receiver sends ICA, Purchase Order, and Payment Information Form to VCUQ Finance for payment and Travel Officer will report all payments to US citizens, regardless of dollar amount, to Vendor Create for tax purposes.</li> </ol>	IC can be US citizen (issued 1099) or non-US citizen.  Work can be done locally in Doha, in US, or elsewhere in the world.  All ICA's must be accompanied by a Purchase Order prior to commencement of services.  Any ICA that is over \$10,000 must follow the appropriate procurement process as determined by the Senior Buyer.  The amount of payment on the original ICA must reflect the total amount for all services to be provided. For example, if the individual will be paid \$2,500/quarter the amount of payment is \$10,000.  Upon completion of any portion of the services for which payment is due, Requestor must submit the ICA form, Purchase Order, and

*Department Head is defined as person fiscally	Payment Information
responsible for the department or event budget for	Form to Receiver with
which the IC is being contracted to perform services	a note indicating the
	amount to be received
	and paid at that time.
	The SSN box on all
	ICA's must be filled
	with either the SSN (if
	US citizen) or N/A (if
	non-US citizen). If the
	SSN box is blank, ICA
	will be considered
	incomplete.

## VCUQ EMPLOYEE PAYROLL (BANNER)

Classification	Definition	How Obtained/Hired:	Forms/System Used to Pay	Other Notes
T&R Faculty	Full-time & permanent part-time appointments, normally for 9 mos.  ¹Employees in this category have specific assignments that customarily require instruction, research and public service as their principal activity. These employees have academic rank titles designated as Professor, Associate Professor, Assistant Professor, or Instructor. Additionally, faculty rank of Research Associate or	Must be recruited using University procedures or a waiver obtained from EEO.	Issued University faculty contract and terms and conditions signed by VCUQ Dean.	Eligible for full VCU and Commonwealth benefits and Doha allowances.  Can be any citizen type but only US citizens and permanent residents of
A&P Faculty	Research Assistant may be used under appropriate circumstances.  Full-time & permanent part-time appointments, normally for 12 mos.  2Administrative faculty appointments require the performance of work directly related to the management of the educational and general activities of the institution, department or subdivision thereof. Incumbents in these positions exercise discretion and independent judgment and generally direct the work of others. The organization reporting relationship normally must go no lower than three levels below the President.  Professional faculty appointments require advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience. This category is normally limited to librarians, counselors, coaches, lawyers, physicians, dentists, veterinarians and other professional positions serving education, research, athletic, medical, student affairs, and development functions or activities.	Must be recruited using University procedures or a waiver obtained from EEO.	Issued University faculty contract and terms and conditions signed by VCUQ Dean.	the US are taxed.  Eligible for full VCU and Commonwealth benefits and Doha allowances.  Can be any citizen type but only US citizens and permanent residents of the US are taxed.

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 $<sup>^{\</sup>rm 1}$  Taken from Faculty Salary Administration Guidelines.  $^{\rm 2}$  Taken from Faculty Salary Administration Guidelines.

Classification	Definition	How Obtained/Hired:	Forms/System Used to Pay	Other Notes
Adjunct Faculty	3Adjunct faculty are qualified individuals hired for limited or special assignments to teach particular courses or sections. Adjunct faculty are often employed on a single semester or summer session basis, with no formal expectation of continuation. Adjunct appointments may not exceed one year at a time, are renewable, and do not carry tenure-eligible or tenured status or faculty rank.  AJ001/J00001 = Adjunct Faculty Credit Instructor  AJ002/J00002 = Adjunct Faculty Other - individuals who are engaged in non-credit instruction, administration, or research activities. The work must meet the minimum salary (\$455/week regardless of whether part-time or full-time) and FLSA task exemption tests. Typically, duties are comparable to those performed by A&P faculty.  AJ003/J00003 = Adjunct Faculty Community Course Instructors (includes workshop teachers and community class teachers as employees because they are teaching for VCUQ, using VCUQ name, etc.)	May be recruited outside of a formal process.	VCUQ Assoc Dean for Research & Academic Affairs notifies VCUQ HR Dir that there is a need for an adjunct faculty position.      VCUQ HR Dir works with VCUQ HR Admin and dept to determine if the if the position is an adjunct position or if the position should be an hourly wage position.      If adjunct position, VCUQ HR Dir and VCUQ HR Admin determine what type of adjunct.      If hourly wage position, proceed to Hourly Employee guidelines.  VCUQ HR Director sends request to VCUQ HR Admin for adjunct contract and an AJ002 position description if administrative adjunct position. VCUQ HR Admin determines if AJ002 is appropriate and issues University adjunct faculty contract and adjunct terms and conditions for all adjunct requests.      signed by VCUQ Dean if less than \$10,000      approved by Provost's Office if \$10,000 or more and signed by VCUQ Dean	Can be any citizen type but only US citizens and permanent residents of the US are taxed.

 $<sup>^{\</sup>rm 3}$  Taken from Faculty Salary Administration Guidelines and PAF Resource Guide.

## VCUQ EMPLOYEE PAYROLL (BANNER) CON'T.

Classification	Definition	How Obtained/Hired:	Forms/System Used to Pay	Other Notes
Student Employee	Student workers are students at VCUQ enrolled for at least 6 undergraduate credit hours or 4.5 graduate credit hours* who are hired to perform a variety of duties ranging from entry-level service jobs to office support and professional activities. These employees do not have work-study awards through financial aid. They are paid by the hour to perform work in support of VCUQ.  * Note: credit hour enrollment criteria do not apply during the summer sessions.  SW-= eClass S00001 = pooled position number SW001 = position class Student Worker	May be recruited outside of a formal process.	<ul> <li>VCUQ Department Manager/Director/Chair notifies VCUQ HR Dir that there is a need for a student employee.</li> <li>VCUQ HR Dir works with dept to define the job, determine position responsibilities and create a Position Description if necessary.</li> <li>VCUQ HR Dir consults with VCUQ CAO and receives approval to create a Student employee position.</li> <li>VCUQ HR Dir works with VCUQ Admin to determine appropriate wage and comply with VCU Student Employee compensation policy and FLSA guidelines.         <ul> <li>The hourly rate paid to students must not exceed the hourly rate paid to classified staff performing similar work. http://www.hr.vcu.edu/compensation/student.html</li> </ul> </li> <li>Offer letter.</li> <li>Student pay range is \$6.55 - \$15/hour. US citizen student workers must be paid at least \$6.55/ hour (\$7.25 effective July 24, 2009) in accordance with Federal Minimum Wage law. Exceptions to the maximum amount are permitted.</li> </ul>	Used only for US citizens and permanent residents of US in order to ensure tax reporting.
Hourly Employee	Employees paid by the hour to perform work in support of VCUQ.  H1 = eClass H00001 = pooled position number HQ001 = position class VCUQ Hourly US Citizen	May be recruited outside of a formal process.	<ul> <li>VCUQ Department Manager/Director/Chair notifies VCUQ HR Dir that there is a need for an hourly employee.</li> <li>VCUQ HR Dir works with dept to define the job, determine position responsibilities and create a Wage Position Description.</li> <li>VCUQ HR Dir consults with VCUQ CAO and receives approval to create an hourly employee position.</li> <li>VCUQ HR Dir works with VCUQ Admin to determine appropriate wage and comply with VCU Hourly Workers compensation policy and FLSA guidelines.         <ul> <li>The hourly rate paid to wage employees must not exceed the hourly rate paid to classified staff performing similar work. http://www.hr.vcu.edu/pdf_docs/Wage_Employment.pdf</li> </ul> </li> <li>Offer letter.</li> <li>Paid according to local hire pay grades but must be paid at least \$6.55/ hour (\$7.25 effective July 24, 2009) in accordance with Federal Minimum Wage law.</li> </ul>	Used only for US citizens and permanent residents of US in order to ensure tax reporting.

VCUQ LOCAL HIRE PAYROLL (BANNER) - US citizens and permanent residents of the US cannot be local hires; they must receive a 1099 as an independent contractor or a W2 as a VCU employee. Use one of the pay categories under "PROCUREMENT PROCESS" or "VCU EMPLOYEE PAYROLL" as appropriate.

Classification	Definition	How	Forms/System	Other Notes
		Obtained/Hired:	Used to Pay	
	<sup>4</sup> Individuals employed by VCUQ to provide administrative and support services to the School of the Arts in Qatar.	Recruited locally using a formal or informal	Local Hire contract that states the person is not a VCU or Commonwealth	Must be non-US citizen living and working in
	services to the school of the Arts III Qatar.	process.	employee	Doha.
	The term "local hire" indicates that employees in this category are	process.	CRID contracts also specify short	Bona.
	employed from the local environment, and not through employment		or long term	Cannot be a US citizen or
	searches which are managed from the University's main campus in			permanent resident of US.
	Richmond, VA. Local hire employees are employees of VCUQ in Qatar,		If local hire contract is:	US citizens must be paid
	and not employees of Virginia Commonwealth University in Richmond.		<ul> <li>Less than 11,900 QR (\$3,260)/month, VCUQ HR</li> </ul>	as independent contractors or VCU
	Local Hire staff are compensated in accordance with the Qatar		Director issues contract signed by	employees in one of the
Local Hire	Foundation job classification and compensation system.		VCUQ Dean	VCUQ Employee
Staff			<ul> <li>More than 11,900 QR (\$3,260)/</li> </ul>	categories (see above).
	Local hire categories include:		month, VCUQ HR Director and	
	<ul> <li>Twelve-month salaried (including long-term CRID support staff) with allowances</li> </ul>		VCUQ HR Admin discuss to ensure	
	<ul> <li>Short-term CRID project staff (2-6 months) paid salary only – must</li> </ul>		the employment classification should be local hire. If yes, VCUQ	
	have a job end date.		HR Director issues contract signed	
	nave a jew end date.		by VCUQ Dean.	
	QS = eClass		, , , , , , , , , , , , , , , , , , , ,	
	Q##### = distinct position numbers to track budget (assigned by		Paid semi-monthly.	
	VCUQ)			
	9 position classes that correspond to local hire pay titles/grades.  Student workers are students at VCUQ enrolled for at least 6	May be recruited	Offer Letter	Must be non-US citizen
	undergraduate credit hours or 4.5 graduate credit hours* who are	outside of a formal	Offer Letter	living and working in
	hired to perform a variety of duties ranging from entry-level service jobs	process.	Paid an hourly rate negotiated with	Doha.
	to office support and professional activities. These employees do not	<b>,</b>	Finance based on the hiring	
	have work-study awards through financial aid. They are paid by the		department's budget. There are no	Cannot be a US citizen or
Local Hire	hour to perform work in support of VCUQ.		rates lower than the U.S. minimum	permanent resident of US.
Student	* Note: gradit hour aprollment gritaria de not apply during the cummer		wage.	US citizens must be paid as VCUQ student
Employee	* Note: credit hour enrollment criteria do not apply during the summer sessions.			employees (see above).
	363310113.			cripioyees (see above).
	QH = eClass			
	QH0001 = pooled position number			
	QSW01= position class VCUQ Student Worker Local Hire			
	Employees paid by the hour to perform work in support of VCUQ.	May be recruited	Offer letter	Non-US citizens living and
	OH = eClass	outside of a formal process.	Paid according to local hire pay	working in Doha.
Local Hire	QH0001 = pooled position number	p100633.	titles/grades.	Cannot be a US citizen or
Hourly	QH003, QH004, QH005, QH006, QH007, QH008, QH009 = position		, , , ,	permanent resident of US.
Employee	class VCUQ Hourly Local Hire, different numbers conform to the local		Eligible for time and one half overtime if	US citizens must be paid
	hire pay grades/titles.		work over 37.5 hours/week (calculated	as VCUQ employees (see
			manually in the event it happens).	above).

<sup>&</sup>lt;sup>4</sup> Taken from VCUQ Local Hire Handbook.

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Employee/Working Title Key				
VCUQatar		Qatar Support Office		
VCUQ Dean	Allyson Vanstone	Associate Dean for Academic Administration	Vacant	
Associate Dean of Administration	Gary Huff	Director of Finance	Susan O'Shea	
Chief Financial Officer	Vacant	Human Resources Administrator	Tomaree Porter	
Human Resources Director	Linda Carter	Payroll Manager	Eunice Dickerson	
Procurement Manager	Lolwa Abdulla	Senior Buyer	Monique Curley	
Events Manager	Ashley Burton	Senior Payment and Travel Officer	Thomas Smith (Interim)	
Shipping and Receiving Coordinator Yousef Al-Awadi		Financial Specialist & Travel Coordinator	Anne Brooks	