



Special Payroll Manual

Department of Human Resources
University of Connecticut

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Statutory Language

The regulations governing the Special Payroll are based on two statutory sources:

CGS10a-20 and CGS10a-108(a) governing the appointment of professional staff at the University.

Under these statutes, the University uses the Special Payroll for certain types of short term, temporary, seasonal, and, part-time professional staffing needs. Temporary services typically involve less than six months of continuous employment. For more details please reference [Special Payroll Policy](#).

PageUp

Human Resources utilizes PageUP People, a cloud-based applicant tracking system with recruitment and onboarding modules, for special payroll. This new system has replaced UConn's Special Payroll Authorization Request system (SPAR).

Access to PageUp and Quick Step guides can be found HR's website [here](#).

Special Payroll offer letters can be found within the PageUp requests or on HR's website [here](#).

Compensation & Deadlines

Each academic year beginning August 23, compensation for Adjunct Faculty and Graduate special payroll appointments are subject to change dependent upon their corresponding contractual agreements. For up-to-date compensation rates please visit our [website](#).

Due to the high volume of payroll authorizations preceding academic semesters and intersessions, HR and Payroll provide processing deadline dates. It is important that departments abide by these deadlines since late submissions may risk a delayed first paycheck, expose the University to non-compliance with federal law as no employee should begin working without a completed I-9 on file, and some first-time temporary employees (i.e., Adjuncts) must make an irrevocable retirement election by end of their first day of employment, in compliance with state requirements. To view these deadlines please visit our [website](#).

Special Payroll Employee Benefits

Individuals hired on Special Payroll do not receive benefits, although they may purchase medical coverage at group rates by contacting Human Resources, Employment Benefits at 486-3034 or Benefits@uconn.edu. More information can be found on the HR [website](#).

Type of Work Definitions

Administrative: Provides administrative support to an Office or Program. The individual must have some level of discretion to carry out duties (otherwise, it is a clerical appointment and should not be employed on Special Payroll).

Course Support: Provides academic support to the instructor of UConn credit course or degree program (e.g. advising, grading, tutoring, etc.) or supervises a non-traditional course (e.g. independent study, clinical, practica).

Non-Credit Instruction: Instructs or provides support to a non-credit course. The audience is typically non-UConn students.

Research: Studies or assists with the study of a particular topic or field.

Service: Provides instruction or outreach to benefit the external community.

Teaching: Instructs (as Instructor of Record) a traditional UConn credit course, which typically includes a regular lecture component, to UConn students.

Type of Request Definitions

New Hire: Initial appointment within a specific job search.

Rehire: Subsequent appointment within the same job search as the initial appointment. This appointment will have a new start date and will activate a new appointment in Core-CT.

Data Change: Request used to make updates to current appointment, such as extending end dates for up to a total of 1 year and updating total allotments/stipends or course information, etc. The data change request should have the same start date as the current appointment and the record should already be active in Core-CT. This type of request will replace the original request in its entirety.

Titles, Definitions and Uses of Special Payroll Titles

General Payroll Titles

ACADEMIC SPECIALIST	ACADEMIC TECHNICIAN
Compensation Type: Stipend	Compensation Type: Hourly
Job Code: 6001UP	Job Code: 6001UH
Bargaining Unit: Unrepresented	Bargaining Unit: Unrepresented
Type of Work: Course Support	Type of Work: Course Support

To be used for those who support teaching functions and/or perform duties such as: grading papers, exams or labs, proctoring, tutoring, advising, developing course curriculum and giving guest lectures

- Appointment dates should coincide with the semester dates (fall, spring, summer and intersession)
- CBC required
- Offer Letter: [Non-Faculty \(Stipend\)](#) or [Non-Faculty \(Hourly\)](#)

ADJUNCT FACULTY
Compensation Type: Stipend
Job Code: 5004UP
Bargaining Unit: AAUP
Type of Work: Teaching

To be used for individuals employed by the University part-time as Instructor of Record during the academic year, winter session, May term and summer session for credit courses, up to a maximum of eight (8) credits per semester. UCPEA employees and rehired retirees hired to teach as Instructor of Record also use this title.

Must complete “Teaching” section for the hire request in PageUp and indicate in the comments if teacher of record or team teaching.

- Appointment dates should coincide with the semester dates (fall, spring, summer and intersession)
- Paid at current AAUP contractual credit rate. Please reference our [website](#).
- CBC required
- Online Orientation required
- Offer Letter: Corresponding Adjunct Template listed under Special Payroll: [Teaching Appointments](#)

ASSISTANT RESEARCH PROFESSOR
Compensation Type: Stipend
Job Code: 2001UP
Bargaining Unit: Unrepresented
Type of Work: Research

To be used for temporary, non-tenure track faculty appointments paralleling regular faculty ranks. Faculty members in these titles are primarily responsible for research and may serve as Principle Investigator on a grant. These positions carry no formal teaching obligations, although qualified individuals may on occasion be requested to teach courses in a department.

- No set dates
- Must be less than 50%
- Offer Letter: [Non-Faculty \(Stipend\)](#)

ASSISTANT RESEARCH SCIENTIST
Compensation Type: Stipend
Job Code: 8002UP
Bargaining Unit: Unrepresented
Type of Work: Research

To be used for an outside appointee who is working on a grant as a principal investigator. Research credentials should be consistent with research credentials equivalent to this faculty rank. Appointee is generally not expected to have formal responsibility for training students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
- Must be less than 50%
- Offer Letter: [Non-Faculty \(Stipend\)](#)

ASSISTANT RESEARCH SCHOLAR
Compensation Type: Stipend
Job Code: 8008UP
Bargaining Unit: Unrepresented
Type of Work: Research

To be used for an outside appointee associated with the conduct of self-supported research. Individuals holding these titles are expected to apply for grants as Principal Investigators and support their own research activities through such grants. The title applies to individuals with research credentials equivalent to those of faculty but who are not expected to have formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
- Must be less than 50%
- Offer Letter: [Non-Faculty \(Stipend\)](#)

ASSOCIATE RESEARCH PROFESSOR
Compensation Type: Stipend
Job Code: 3001UP
Bargaining Unit: Unrepresented
Type of Work: Research

To be used for temporary, non-tenure track faculty appointments paralleling regular faculty ranks. Faculty members in these titles are primarily responsible for research and may serve as Principle Investigators on a grant. For the most part, these positions carry no formal teaching obligations, although qualified individuals may on occasion be requested to teach courses in a department.

- No set dates
- Must be less than 50%
- Offer Letter: [Non-Faculty \(Stipend\)](#)

ASSOCIATE RESEARCH SCHOLAR
Compensation Type: Stipend
Job Code: 8001UP
Bargaining Unit: Unrepresented
Type of Work: Research

To be used for an outside appointee associated with the conduct of self-supported research. Individuals holding these titles are expected to apply for grants as Principal Investigators and support their own research activities through such grants. The title applies to individuals with research credentials equivalent to those of faculty but who are not expected to have formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
- Must be less than 50%
- Offer Letter: [Non-Faculty \(Stipend\)](#)

ASSOCIATE RESEARCH SCIENTIST
Compensation Type: Stipend
Job Code: 8009UP
Bargaining Unit: Unrepresented
Type of Work: Research

To be used for an outside appointee who is working on a grant as a principal investigator. Research credentials should be consistent with research credentials equivalent to this faculty rank. Appointee is generally not expected to have formal responsibility for training students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
- Must be less than 50%
- Offer Letter: [Non-Faculty \(Stipend\)](#)

CLINICAL SUPERVISOR
Compensation Type: Stipend
Job Code: 7002UP
Bargaining Unit: Unrepresented
Type of Work: Teaching or Course Support

To be used for inside appointees, with or without a terminal degree, who supervise clinical practica. This title is to acknowledge individuals who teach or supervise students in clinical programs at the University.

- No set dates
- CBC required
- Offer Letter: [Non-Faculty \(Stipend\)](#)

INSTRUCTIONAL SPECIALIST
Compensation Type: Stipend
Job Code: 6003UP
Bargaining Unit: Unrepresented
Type of Work: Course Support

To be used for instructors during the academic year, winter intersession, May term and summer session, who are not the teacher of record but who have related responsibilities and/or work under the supervision of an instructor for credit courses. The primary example is lab and/or discussion section instruction, and supervising non-traditional courses such as independent studies, practica, etc. Due of the nature of the work, appointment dates should coincide with the semester dates.

The course section must be completed on the payroll authorization and have no restrictions on credit limit per semester.

- This title is not eligible for use by graduate students (if performing these duties during winter intersession/summer session then please see Graduate Instructional Specialist).
 - Semester dates for all other employees (fall, spring, summer or intersession)
- Course information is required
- CBC required
- Offer letter: [Instructional Specialist](#)

INTRA-UNIVERSITY CONSULTANT
Compensation Type: Stipend
Job Code: 5005UP
Bargaining Unit: Unrepresented
Type of Work: Service

To be used by faculty members engaged in University sanctioned activity that involves consulting at remote operations including corporate sites. Such activities must be approved by the dean of the school/college, and the Provost as described in the [Policy on Extra Compensation](#) for full-time Faculty in AAUP.

- No set dates
- Must be a current full-time faculty member
- Offer Letter can be found in PageUp (All_SP_Titles_Faculty)

PERFORMANCE SPECIALIST	PERFORMANCE TECHNICIAN
Compensation Type: Stipend	Compensation Type: Hourly
Job Code: 6010UP	Job Code: 6010UH
Bargaining Unit: Unrepresented	Bargaining Unit: Unrepresented
Type of Work: Administrative*	Type of Work: Administrative*

To be used for those who perform or support performances at the University, such as actors, stage managers, directors, music directors, choreographers, costume/set designers, carpenters, and costume technicians, etc. This title will predominately be used by the School of Fine Arts, but can be used by other Schools/Colleges when hiring musicians for events, e.g., graduation, etc. This title is not to be used for accompanists that support a credit course nor for graduate students performing these duties.

- No set dates
- Offer Letter: [Non-Faculty \(Stipend\)](#) or [Non-Faculty \(Hourly\)](#)

PROFESSOR IN THE FIELD
Compensation Type: Stipend
Job Code: 4006UP
Bargaining Unit: Unrepresented
Type of Work: Service*

To be used to appoint someone who has achieved exceptional distinction as a practitioner or performer in a specialized field. Professors in the Field share their expertise as guest lecturers, collaborate in laboratory research, mentor and advise students or faculty, contribute to creativity and innovation initiatives, foster greater cultural/global awareness, assist in new curriculum development, or other activities intended to enhance the educational, research, and outreach mission of their unit. These employees must show evidence through past achievement or credential that they will advance the practice and understanding of their field at the University. These appointments are expected to be rare and used only for fields of study that are connected to highly specialized practice or skill. This internal title is used for temporary, non-tenure track faculty appointments.

- Offer Letter: [Non-Faculty \(Stipend\)](#)

PROJECT/PROGRAM SPECIALIST
Compensation Type: Stipend
Job Code: 6009UP
Bargaining Unit: Unrepresented
Type of Work: Administrative*

To be used for those who provide temporary administrative work by directing or coordinating a major University function, program, or project.

- No set dates
- Offer Letter: [Non-Faculty \(Stipend\)](#)

Hourly version of this position is Temporary University Specialist.

*Indicates most commonly used type of work for job title, but it may vary.

PUBLIC SERVICE SPECIALIST	PUBLIC SERVICE TECHNICIAN
Compensation Type: Stipend	Compensation Type: Hourly
Job Code: 6005UP	Job Code: 6005UH
Bargaining Unit: Unrepresented	Bargaining Unit: Unrepresented
Type of Work: Service*	Type of Work: Service*

To be used for individuals who provide temporary assistance directed toward the benefit of the community or organizations and individuals external to the University, such as grant projects for Social Services, Seminars, non-credit courses, professional workshops, etc.

- No set dates
- CBC required based on exposure
- Offer Letter: [Non-Faculty \(Stipend\)](#) or [Non-Faculty \(Hourly\)](#)

RESEARCH PROFESSOR
Compensation Type: Stipend
Job Code: 4003UP
Bargaining Unit: Unrepresented
Type of Work: Research*

To be used for temporary, non-tenure track faculty appointments paralleling regular faculty ranks. Faculty members in these titles are primarily responsible for research and may serve as Principle Investigator on a grant. For the most part, these positions carry no formal teaching obligations, although qualified individuals may on occasion be requested to teach courses in a department.

- No set dates
- Must be less than 50%
- Offer Letter: [Non-Faculty \(Stipend\)](#)

*Indicates most commonly used type of work for job title, but it may vary.

RESEARCH SCHOLAR
Compensation Type: Stipend
Job Code: 8003UP
Bargaining Unit: Unrepresented
Type of Work: Research

To be used for an outside appointee, with or without a terminal degree, who is working on a grant as a Principal Investigator. It applies to individuals with research credentials equivalent to those of faculty but who are not expected to have any formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
- Must be less than 50%
- Offer Letter: [Non-Faculty \(Stipend\)](#)

RESEARCH SCIENTIST
Compensation Type: Stipend
Job Code: 8004UP
Bargaining Unit: Unrepresented
Type of Work: Research

To be used for an outside appointee, with or without a terminal degree, who is working on a grant as a Principal Investigator. It applies to individuals with research credentials equivalent to those of faculty but who are not expected to have any formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
- Must be less than 50%
- Offer Letter: [Non-Faculty \(Stipend\)](#)

RESEARCH SPECIALIST	RESEARCH TECHNICIAN
Compensation Type: Stipend	Compensation Type: Hourly
Job Code: 8005UP	Job Code: 8005UH
Bargaining Unit: Unrepresented	Bargaining Unit: Unrepresented
Type of Work: Research	Type of Work: Research

To be used for appointees who provide temporary assistance for the research function under grant funding.

- No set dates
- Not for Graduate Students (See Graduate Student Technician)
- Offer Letter: [Non-Faculty \(Stipend\)](#) or [Non-Faculty \(Hourly\)](#)
 - For Faculty Members: [Faculty Summer Research Certificate](#)
- Compensation for teaching faculty working within this title is calculated using annual salary and appointment term (i.e. 9, 10 or 11 month)

SENIOR RESEARCH SCHOLAR
Compensation Type: Stipend
Job Code: 8006UP
Bargaining Unit: Unrepresented
Type of Work: Research

To be used for an outside appointee, with or without a terminal degree, who is working on a grant as a Principle Investigator. It applies to individuals with research credentials equivalent to those of faculty but who are not expected to have any formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
- Must be less than 50%
- Offer Letter: [Non-Faculty \(Stipend\)](#)

SENIOR RESEARCH SCIENTIST
Compensation Type: Stipend
Job Code: 8007UP
Bargaining Unit: Unrepresented
Type of Work: Research

To be used for an outside appointee, with or without a terminal degree, who is working on a grant as a Principle Investigator. It applies to individuals with research credentials equivalent to those of faculty but who are not expected to have any formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
- Must be less than 50%
- Offer Letter: [Non-Faculty \(Stipend\)](#)

SPECIAL PAYROLL LECTURER
Compensation Type: Stipend
Job Code: 5003UP
Bargaining Unit: Unrepresented
Type of Work: Teaching

To be used for University faculty hired as the teacher of record to teach part-time. Also used for individuals hired as Instructor of Record to teach at the law school. These appointments must not exceed eight (8) credits per semester.

Must complete “Teaching” section for the hire request in PageUp and indicate in the comments if teacher of record or team teaching. Special Payroll Lecturers in the School of Law are not represented by AAUP, and therefore do not pay dues.

- Semester dates (fall, spring, summer or intersession)
- Generally paid at current AAUP contractual credit rate
- CBC required for Law School SPLs
- Orientation required for Law School SPLs
- Offer Letter for Law School SPLs: [Law School Teaching Appointments](#)
- Offer Letter for Faculty: [Faculty Summer and Intersession Teaching Appointments](#)

TEMPORARY UNIVERSITY SPECIALIST
Compensation Type: Hourly
Job Code: 6006UH
Bargaining Unit: Unrepresented
Type of Work: Administrative*

To be used for temporary professional employment work, such as work related to Student Services, Athletics, Theater Productions, Registration, Counselor, Web/Graphic Design, and Interviewers, etc.

- No set dates
- Job duties must be above and beyond general clerical work
- Offer Letter: [Non-Faculty \(Hourly\)](#)

Stipend version of this title is Project/Program Specialist

VISITING ENTREPRENEUR
Compensation Type: Stipend
Job Code: 9145UP
Bargaining Unit: Unrepresented
Type of Work: Course Support

To be used to appoint a professional from industry to support the teaching function for credit courses that are entrepreneurial in nature, typically in cross-disciplinary courses on innovation. These employees are typically industry leaders who provide expertise on entrepreneurship and innovation in partnership with a UConn faculty member. These employees perform duties such as: grading papers, exams or labs, proctoring, tutoring, developing course curriculum, or giving guest lectures. The use of “visiting” in the title indicates the temporary nature of the title or that the appointment is funded by a grant or contract.

- Appointment dates should coincide with the semester dates
- Offer Letter: [Non-Faculty \(Stipend\)](#)

*Indicates most commonly used type of work for job title, but it may vary.

Rehired Retiree Special Payroll Titles

The use of re-employed retirees permits assignment of experienced and at times uniquely qualified individuals with proven abilities to meet immediate, temporary, seasonal and ongoing irregular staffing needs. The compensation rate for individuals rehired should not exceed 75% of the individual’s pre-retirement pay for 120 days (Unclassified) or 960 hours (Classified) of work in a calendar year. For any rehired retiree who works as Adjunct Faculty, they will be limited to teaching a maximum of 12 credits per calendar year. For additional information, please see the University’s [Policy on Re-Employed Retirees](#).

For all Rehired Retirees, please use the following offer letters:

- [Retiree Non-Teaching \(Hourly\)](#)
- [Retiree Non-Teaching \(Stipend\)](#)
- [Retiree Adjunct Appointment](#)

Unclassified Retirees

An employee who retired from an Unclassified State Service appointment may work under any special payroll or gratis title that is not for Graduate Students or the Temporary Worker Retiree title. Rehired retirees that were in the Unclassified State Service may work for up to a maximum 120 days in a calendar year.

Classified Retirees

An employee who retired from a Classified State Service appointment may only work under the Temporary Worker Retiree title, unless they are working as an Adjunct Faculty.

TEMPORARY WORKER RETIREE
Compensation Type: Hourly
Job Code: 6007UH
Bargaining Unit: Unrepresented
Type of Work: Administrative*

To be used for rehired retirees that were in the Classified State Service and reemployed to assist with temporary administrative, seasonal or project-based work for up to a maximum 960 hours in a calendar year.

- No set dates although duration of appointment cannot cross Calendar Years

*Indicates most commonly used type of work for job title, but it may vary.

Graduate Special Payroll Titles

Graduate students may be appointed to extra-compensatory assignments that occur outside the normal academic year (i.e., Winter Intersession, May Term, Summer Sessions). These titles are to be used by Graduate students only outside of the normal academic year. Please refer to Article 34 of the [GEU Contract](#) for more details.

Any work that is not teaching, conducting research, or similar/directly related work to the Graduate student's assistantship must go on Student Labor as it is not considered Bargaining Unit work. Graduate students who complete their degree in May should not be hired under Graduate special payroll titles during summer sessions and, instead, should be hired under the general special payroll titles.

During winter and May intersessions, Dual Employment forms are required for Graduate Students who hold a Research Graduate Assistantship during the academic year. This Dual Employment form should include the academic year GAship, the special payroll appointment, and any other compensated appointments (i.e. Student Labor, 2nd special payroll appointment, work with other state agencies). Graduate Students who hold a Teaching Graduate Assistantship during the academic year will only need to complete a dual employment form during winter or May intersession if they are working any other compensated appointments (i.e. Student Labor, 2nd special payroll appointment, work with other state agencies) outside of their academic year GAship. To help decrease processing times please indicate the type of academic year GAship in the comments of the request.

During the summer, Dual Employment forms are required if the Graduate Student is also working other compensated appointments (i.e. Student Labor, 2nd special payroll appointment, work with other state agencies).

GRADUATE INSTRUCTIONAL SPECIALIST
Compensation Type: Stipend
Job Code: 7015UP
Bargaining Unit: GEU-UAW
Type of Work: Course Support

To be used by graduate students who are not the teacher of record but who have related responsibilities and/or work under the supervision of an instructor for credit courses.

Graduate students in this title shall be appointed at an FTE percentage equivalent commensurate with the nature of the duties performed and paid at least the minimum Adjunct per credit rate for the credit equivalent according to the following schedule:

GA FTE Percentage Equivalent	Credit Equivalent
100%	3
67%	2
33%	1

- i. 1 Credit: This is the most common level and shall include basic support for a course, including, but not limited to, overseeing a single lab section, overseeing a single discussion section, acting as a grader for a course, or providing basic support to an online course.
- ii. 2 Credit: This is a less common level and shall include support to a course which exceeds the basic level of support provided at the 1-credit level, including but not limited to, leading a lab section and grading writing for a Q/W course or providing support to an online course whose enrollment cap has been increased significantly from the standard summer class size.
- iii. 3 Credit: This is the least common level and shall include support to a course which includes the full range of activities typical of and at the level of an IOR, including, but not limited to, providing support to an online course whose enrollment has been intentionally set at least 15 students higher than the standard summer class size.

- Compensation must meet the minimum per credit rate agreed upon in the GEU Contract (Article 34, Section 5), which is equivalent to the Adjunct Faculty minimum per credit rate
- Appointment dates must match the dates of the course
- Dual Employment may be required, please see additional information in Graduate Special Payroll Titles section above
- CBC required
- Offer Letters: [Grad Instructional Specialist General Instructional Support](#) or [Grad Instructional Specialist Lab Instruction](#)

GRADUATE SPECIAL PAYROLL LECTURER

Compensation Type: Stipend

Job Code: 7014UP

Bargaining Unit: GEU-UAW

Type of Work: Teaching

To be used for graduate students who are hired as the instructor of record to teach part-time. Must complete "Teaching" section for the hire request in PageUp and indicate in the comments if teacher of record or team teaching.

- Compensation must meet the minimum per credit rate agreed upon in the GEU Contract (Article 34, Section 5), which is equivalent to the Adjunct Faculty minimum per credit rate
- Appointment dates must match the dates of the course
- Dual Employment may be required, please see additional information in Graduate Special Payroll Titles section above
- CBC required
- Offer Letter: [Graduate Special Payroll Lecturer](#)

GRADUATE STUDENT TECHNICIAN

Compensation Type: Stipend

Job Code: 7013UP

Bargaining Unit: GEU-UAW

Type of Work: Research

To be used for temporary research work by graduate students. It may also be used for those whose appointments may be related to their graduate assistantship but not specifically considered teaching or research.

- Duration of appointment term must be between 2 and 12 weeks.
- Departments do not need to match the percentage of appointment during the preceding academic year. The percentage of appointment may be adjusted depending on the requirements associated with the position and available funding. Departments are encouraged, but not required, to appoint Grad Student Techs at the same percentage and length as the preceding academic year.
- The biweekly stipend rate must be at least equivalent to the stipend rate received during the preceding academic year. See Article 21 on page 18 of the [Collective Bargaining Agreement](#)
 - To assist in calculations of the adjusted biweekly stipend and the total allotment please utilize this [Intersession and Summer Payroll Calculator for Graduate Research Appointments](#)
- Dual Employment may be required, please see additional information in Graduate Special Payroll Titles section above
- Offer Letter: [Graduate Student Technician](#)

Gratis Only Special Payroll Titles

Please note that although the titles below are for Gratis appointments only, all other special payroll titles excluding Graduate titles and Temporary Worker Retiree may also be used in a Gratis capacity.

For all Gratis appointments, the [Gratis Appointment Invitation](#) should be used as the offer letter. There are no set appointment dates. All Gratis appointments should be submitted directly into SmartHR.

ASSISTANT PROFESSOR IN RESIDENCE
Compensation Type: Gratis
Job Code: 2003UP
Bargaining Unit: Unrepresented
Type of Work: Research or Teaching

To be used for an outside appointee, with a terminal degree, who is applying for or developing a grant, and is assessed by the academic department to meet all the criteria for an appointment to the faculty rank. This title is to acknowledge individuals who teach or supervise students at the University for no compensation (gratis).

ASSOCIATE PROFESSOR IN RESIDENCE
Compensation Type: Gratis
Job Code: 3003UH
Bargaining Unit: Unrepresented
Type of Work: Research or Teaching

To be used for an outside appointee, with a terminal degree, who is applying for or developing a grant, and is assessed by the academic department to meet all the criteria for an appointment to the faculty rank. This title is to acknowledge individuals who teach or supervise students at the University for no compensation (gratis).

Professor of Practice
Compensation Type: Gratis
Job Code: 4005UP
Bargaining Unit: Unrepresented
Type of Work: Research or Teaching

To be used for an outside appointee, with a terminal degree, who is a member of the academic community that expands the University's educational, research, mentorship and/or entrepreneurial capacity. These individuals are often renowned experts in their respective fields, working in industrial, government or commercial sectors, that share their knowledge and expertise with students and other members of the faculty. Use of this title should be initiated at the college level and requires approval by the Provost and HR. This title is to acknowledge individuals who teach or supervise students at the University for no compensation (gratis).

PROFESSOR IN RESIDENCE

Compensation Type: Gratis

Job Code: 4002UP

Bargaining Unit: Unrepresented

Type of Work: Research or Teaching

To be used for an outside appointee, with a terminal degree, who is applying for or developing a grant, and is assessed by the academic department to meet all the criteria for an appointment to the faculty rank. This title is to acknowledge individuals who teach or supervise students at the University for no compensation (gratis).

Contact Information

For more information regarding Special Payroll please refer to our [website](#).

For any Special Payroll inquiries, please reach out to the Special Payroll team at spar@uconn.edu.

To stay up to date with Special Payroll communications, join our ListServ: **SPECIAL_PAYROLL-L**

- Please sign up by following the instructions on the [Subscribing and Unsubscribing from a UConn Listserv](#) webpage.

Commonly Used Forms

All of the forms mentioned below are accessible on the [Online Forms](#) page of HR's website.

[Conflict of Interest Form](#)

- According to UConn's Policy on Employment and Contracting for Service of Relatives, when an applicant has a relative that works at UConn a completed Conflict of Interest form is required.

[Dual Employment Form](#)

- This is a DAS requirement, and a State of CT form (CT-HR 25). If a person is dually employed (multiple state of Connecticut appointments), we must have a Dual Employment form on file.

[Flexible Schedule Agreement Form](#)

- If an UCPEA employee's schedule with their primary appointment needs to be altered for the Special Payroll appointment, a Flexible Work Schedule Agreement will need to be completed by the primary (UCPEA) department.