

Employee Position Description Matrix

EMPLOYEE TYPE	POSITION NAME	POSITION DESCRIPTION	FORM TO REQUEST HIRE	TIMESHEET REQUIRED?
Non-Paid (Volunteer)	Person of Interest (POI)	May or may not be affiliated with CU. Personnel offering services with no expectation of pay. Limited to 1 year appointment in the HCM (HR) system.	Person of Interest (POI) Request	No
Temporary	Professional Temporary	Has no current affiliation with CU. Hourly position paid bi-weekly. Limited to 9-month appointment and does not include any benefits.	Action Authorization (AAF)	Yes Submitted bi-weekly
Student (undergrad or graduate)	Student Assistant	Appointment for enrolled CU students. Hourly position paid bi-weekly. Work study is applied to these positions if student has been awarded.	Payroll Action Request (PAR) for Student Assistant	Yes Submitted bi-weekly
Grad Student	Graduate Research Assistant (GRA)	Research appointments for enrolled CU students. Supported by faculty funds. Salaried position paid monthly.	Payroll Action Request (PAR) for Graduate Research Assistant	No
Research Faculty	Professional Research Assistants (PRA and Sr. PRA) and Research Associate (RA and Sr. RA)	Professional lab position. Requires open or targeted search for hire process. Salaried position paid monthly. Receives benefits on 50% or greater appointments.	Payroll Action Request (PAR) for Research Faculty	Yes Submitted monthly