

Position Subtypes (also known as HR Subtypes) are used to identify the position's relationship to the University budget. The position subtype designates the funding source for each position. The position subtype must be provided to HR when classifying or reclassifying a position.

Any change to a position that impacts the funding source of a position must be communicated to the Budget Office via the respective Division Business Office.

### **BASE BUDGETED POSITIONS**

- These positions are funded with Unrestricted Current Fund (UCF), General Funds, Auxiliary Funds, etc. (Fund numbers beginning with 0111) and often referred to as Original Budget.
- These positions make up the base for calculation of the merit pool if a merit increase is part of the annual budget development.
- These positions are used for the annual budget development (including salary and benefits).

HR Subtype	Description & Examples
X001	Base-Budgeted (E&G) [Education & General]
X002	Base-Budgeted (E&G) [Education & General] Career Leader  <i>Inactive and no longer used - for reference purposes only.</i>
X003	Base-Budgeted (Rev/Aux) [Revenue/Auxiliary] <ul style="list-style-type: none"> <li>♦ Parking Services</li> <li>♦ University Housing</li> <li>♦ Center for Environmental Restoration</li> </ul> <i>Any position funded with revenue outside of General Funds. Usually has a separate SAP Fund number beginning with 0111.</i>
X004	Base-Budgeted Split (1 or more lines of funding is base funded) <ul style="list-style-type: none"> <li>♦ Faculty appointment requiring grant funding</li> <li>♦ Staff position partially funded with non-base funds</li> </ul> <i>One position working in multiple units involving multiple Funds Centers where at least 1 Fund Center is not considered Base Funding such as NKU Foundation, NKU Research Foundation (grant funded), etc.</i>
X005	Base-Budgeted Combination (UCF/Rev/Aux)  <i>Inactive and no longer used - for reference purposes only.</i>
X019	Base-Budgeted (Online Revenue)  <i>Previously used to identify positions funded with revenue from Accelerated Online programs associated with Academic Partnerships (AP)</i>
X020	Base-Budgeted Split (All funding line sources are base funded). Also used to note positions with 100% cost overrides using another base fund (CRC electricians, Disaster Recovery tech, etc.) <ul style="list-style-type: none"> <li>♦ Coach Men's and Women's Golf</li> <li>♦ Faculty with appointments in multiple disciplines</li> </ul> <i>One position working in multiple units involving multiple Funds Centers all of which are base funded.</i>

## **NON-BASE POSITIONS**

- While these positions may be considered permanent (on-going) and eligible for benefits, they are not funded on a recurring basis using base budgeted funds.
- The annual merit pool calculation does not include non-base positions in the merit calculation.
- Temporary positions, even if funding is from lapse base-funded sources.
- Positions where the funding source is not part of the University budget.

HR Subtype	Description & Examples
X006	<p>Non-Base (E&amp;G) [Education &amp; General]</p> <ul style="list-style-type: none"> <li>♦ Temporary positions</li> <li>♦ Part-Time Faculty</li> <li>♦ Interns</li> </ul> <p><i>Funding for these positions come from Unrestricted Current Funds/General Funds budgeted separately or, when authorized, from Base-Budgeted lapse salaries.</i></p>
X007	<p>Non-Base (E&amp;G) [Education &amp; General] Career Leader</p> <p><i>Inactive and no longer used - for reference purposes only.</i></p>
X008	<p>Non-Base (Rev/Aux) [Revenue/Auxiliary]</p> <ul style="list-style-type: none"> <li>♦ Campus Recreation Center</li> <li>♦ University Housing</li> <li>♦ Athletic Ticket Sales</li> </ul> <p><i>Any position funded with revenue outside of General Funds. Usually has a separate SAP Fund number beginning with 0111. Funding for these positions come funds budgeted separately or, when authorized, from lapse salaries.</i></p>
X009	<p>Non-Base Comb (UCF/RCF)</p> <p><i>One position primarily non-base funded with 1 or more non-base funding sources where at least 1 Fund Center is not considered Base Funding such as NKU Foundation, NKU Research Foundation (grant funded), etc. (similar to X004).</i></p>
X010	<p>Non-Base (UCF/Rev/Aux) [UCF/Revenue/Auxiliary]</p> <p><i>One position primarily non-base funded with 1 or more non-base funding sources where at least 1 Fund Center is not considered Base Funding such as NKU Foundation, NKU Research Foundation (grant funded), etc. (similar to X004).</i></p>
X011	<p>RCF Position</p> <p><i>Any position proposed, created, and budgeted with 100% of the funding coming from current or future grant/contract sources.</i></p>
X012	<p>RCF Position Career Leader</p> <p><i>Inactive and no longer used - for reference purposes only.</i></p>
X013	<p>RCF Overtime Position</p> <p><i>Inactive and no longer used - for reference purposes only.</i></p>
X014	<p>Time-Limited Position</p> <p><i>Inactive and no longer used - for reference purposes only.</i></p>

X015	Other/Agency Positions  <i>Any position proposed, created, and budgeted with 100% of the funding coming from the NKU Foundation.</i>
X016	Grad Asst – Dept Funded
X017	Grad Asst – Central Funded
X018	Contract Position  <i>Inactive and no longer used - for reference purposes only.</i>
X021	Funds from Outside of Orgs  <i>Any position proposed, created, and planned with 100% of the funding coming from outside organization(s) such as NCAA, St. Elizabeth, etc.</i>