

## Glossary

**Banner:** an Oracle-based administrative software application developed for institutions of higher education that maintains student, alumni, financial aid, and human resources data.

**PeopleAdmin:** a web-based applicant tracking system that allows departments to create and submit job requisitions for review, approval, and posting using a workflow process as well as allow candidates to search and apply for university-wide vacancies.

**Banner index/alias:** a six digit code used in Banner that represents a single organization (a unique combination of a department and a funding source) in GW's chart of accounts. The Banner index/alias may be a different code from the EAS organization.

**Cost center:** a term used synonymously with Banner index/alias or EAS organization.

**Employee class (ECLS):** a two character code representing a group of employees having common Fair Labor Standards Act (FLSA) status, leave and benefit eligibility, premium pay, pay frequency, etc.

**Position class (PCLS):** a five character code that identifies the position's title, rank, pay grade, percentage of effort, and entity (university or medical center).

**Position number:** a six digit number assigned by the responsible budget office (university, medical center, or research) to a single or pooled position. The first digit of a position number generally identifies the organization in which the position is homed (see below).

Digit	Division/Department
A	Research – University
B	Research – Medical Center
0	Office of the President Board of Trustees
1	Executive Vice President for Academic Affairs (including all university schools and colleges)
2	Vice President for Development & Alumni Relations
4	Human Resources Vice President for External Relations
5	Senior Vice President for Student & Academic Support Services
6	Executive Vice President & Treasurer Senior Vice President & General Counsel
8	Vice President for Medical Affairs

**Position suffix:** a two digit code (usually "00") assigned by the responsible budget office (university, medical center, research) that is used in conjunction with the position number.

**Premium pay:** an amount (other than compensation paid for overtime) that is paid to an employee in a specific position in addition to the base rate/salary. Premium pay may include, but is not limited to, shift differential, weekend differential, and on-call pay.

**Single position:** a regular benefited position that can be filled by one employee at any given time.

**Pooled position:** a temporary non-benefited position that can be filled by multiple employees within a single department at any given time (e.g., student staff, temporary hourly staff).

**Home organization:** the Banner alias/index to which a position is associated. Positions must be homed in a c-fund (current operations) Banner alias/index.

**Charge organization:** the Banner alias/index to which a position's labor will be charged. A position charged to a c-fund must be homed in the same c-fund. A position charged to an r-fund must be homed in the c-fund to which the r-fund is linked.