**PC# Guide**

### Criteria for Student Workers:

**Undergraduate:** Must be enrolled 6 hrs in long semesters/3 hrs in the summer.

**Graduate:** Must be enrolled 6 hrs in long semesters/3 hrs in summer

### Undergraduate Students

Use PC# ending in **SW** for:
- Regular, hourly student worker
- Resident Assistant (RA)

Use PC# ending in **WG** for:
- Regular, hourly student worker on Work Study

Use PC# ending in **LG** for:
- Regular, hourly student worker - Life Guard

### Graduate Students

Use PC# ending in **SW** for:
- Graduate student working a regular, hourly job - not a graduate assistantship

Use PC# ending in **EM** for:
- Graduate student working a graduate assistant job with a set amount (not hourly)

Use PC# ending in **GR** for:
- Graduate student working a research graduate assistant job (not hourly)

Use PC# ending in **GH** for:
- Used for Athletics only

### Temporary Non-Student PC#'s

**Use these PC#'s for:**
- Hourly workers who are NOT students
- One-time payments to workers who are NOT students (use hourly #)
- Extra jobs for benefit eligible employees (i.e., taking tickets at a game)
- One-time payments to benefit eligible employees

Use PC# ending in **Y____T H**

**Note:** Benefit eligible employees *always* get a monthly PC # regardless of rate paid.

### Benefit Eligible PC#'s

Each benefit eligible position has a unique PC#.

You will need this number if you are initiating an EPAF for a benefit eligible position not being filled by a new MSU employee.

EPAFs for new MSU employees are initiated by the Human Resources Office.

Get this number from:
- The Budget Book
- The Personnel Requisition Form
- The Budget Office

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**Explanation of PC# Digits**

1st digit: Type of position
2nd: Identifies area
3rd-4th: Identifies fund/org