PC# Guide

Student PC#'s

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

Hourly PC# =   **Y _ _ _ T H**
Monthly PC# =   **Y _ _ _ T M**

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