

ACA Information

Employee Class	Employee Class Description	Exchange Notice	Notes
A	Admin & Professional	Yes	OHR will distribute
B	Special Exclusion (DCE)	Yes	OHR will distribute
C	Temporary Academic	Yes	Hiring Dept please distribute
D	Temporary Student	Yes	Hiring Dept please distribute
E	Intern	No	NA
F	Senior Faculty	Yes	Hiring Dept please distribute
G	Graduate Students	Yes	Hiring Dept please distribute
H	Harvard Grad Student Fellowship	No	NA
I	Teaching Assistants, Research Fellows, Interns, Coaches	Yes	Hiring Dept please distribute
J	Junior Faculty	Yes	Hiring Dept please distribute
L	Part-Time Service & Trade: These employees need at least 16 to 19.99 hours/week (or \$15K) to be BE	Yes	OHR will distribute
N	External Post Doc (not employee; doing "non-Harvard Research" (NHR).	No	NA
O	Other Faculty or Academic	Yes	Hiring Dept please distribute
S	Support Staff	Yes	OHR will distribute
T	Temporary Staff	Yes	Hiring Dept please distribute
U	Service & Trade Hourly (Note: Hours differentiation ended 12/31/07. This group has same eligibility as other employee classes)	Yes	OHR will distribute
W	Temporary Off-Campus Work Study	No	NA
Y	Internal Post Docs	Yes	Hiring Dept please distribute
Z	Stipendee - External Post Doc doing Harvard Research. All Benefit deductions are Post-Tax. Not considered an EMPLOYEE.	No	NA