



RUTGERS POLICY

Section: 20.1.8

Section Title: Administrative Policies, Procedures & Services

Policy Name: Mailing Codes

Formerly Book: 3.1.7

Approval Authority: Senior Vice President for Finance and Administration

Responsible Executive: Senior Vice President for Finance and Administration

Responsible Office: Associate Vice President for Human Resources

Originally Issued: 5/63

Revisions: 7/84; 11/98; 12/9/04

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The payroll personnel database is used to generate address labels for mass mailings.
2. **Reason for Policy**
To illustrate the breakdown of how various groups of university employees are coded for distribution of targeted mass mailings.
3. **Who Should Read This Policy**
All members of the Rutgers University community

4. **Related Documents**
None

5. **Contacts**
University Human Resources
Operations Manager – 732-445-3020

6. **Policy**

The payroll personnel database is used to generate address labels for mass mailings processed through University Mail & Document Services. Following are definitions of the mail codes:

AO President, Vice Presidents, Associate and Assistant Vice Presidents, Provosts, Associate and Assistant Provosts

- A1 Academic Deans, Associate and Assistant Academic Deans, Academic Directors, and Associate and Assistant Academic Directors
- A2 Staff Deans, Directors, Associate and Assistant Directors, and Business Managers
- A3 Other Administrative, Professional, and Supervisory positions
- B1 Secretaries, Principal Secretaries, Secretarial Assistants, Principal and Head Clerical staff
- B2 Other Office, Laboratory and Technical support positions
- C1 Police, Fire, Operating Engineers and Service Personnel
- D1 Community Assistants
- F1 Academic department chairpersons
- F2 Faculty exclusive of chairpersons
- G1 Teaching and Graduate Assistants
- G2 Fellows, Postdoctoral Fellows, Residence Counselors, Research Interns
- G3 Part-Time Lecturers