Minimum Requirements - Before You Start
ASU Office of Human Resources

Before You Start

Before you can create or modify a position, you will need the following information:

<table>
<thead>
<tr>
<th>If position is for a current employee:</th>
<th>If position is for a new employee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current position number</td>
<td></td>
</tr>
<tr>
<td>Total FTE for all active jobs employee holds</td>
<td>Total FTE for all active jobs employee will hold</td>
</tr>
<tr>
<td>Account code(s)</td>
<td>Account code(s)</td>
</tr>
<tr>
<td>Distribution %’s if paid from multiple accounts</td>
<td>Distribution %’s if paid from multiple accounts</td>
</tr>
<tr>
<td>Job code*</td>
<td>Job code*</td>
</tr>
<tr>
<td>Reports To position number</td>
<td>Reports To position number</td>
</tr>
<tr>
<td>Standard work hours (per week)</td>
<td>Standard work hours (per week)</td>
</tr>
</tbody>
</table>

*Contact Compensation to assist edit/draft description and establish job code for newly defined positions

New Position Minimum Requirements

In order to create or modify a position, you need the following information:

- Job code for the position
- FTE for the position
- Account code(s) for regular pay
- Account code(s) for special expenses (if applicable)
- Distribution %’s if paid from multiple accounts
- Reports To position number
- Standard work hours (per week)
- Reg/Temp status

If you are unsure of which job code to use or need a new job code developed, please contact HR Compensation.

FTE considerations

Many ASU employees hold multiple jobs at the same time. Even if your position is part-time, the combined work hours for all jobs an employee holds may increase their total FTE to full-time status.

This may qualify the employee for benefits.

If your position will increase an employee’s total FTE to 0.50 or more, please contact your HR Data Management Specialist.

Check a current employee’s total FTE, benefits eligibility and standard work hours using this MyReports query:

- Human Resources/Workforce Profile Queries/All Active Jobs for Emplid.bqy