

# BUSINESS PROCESS GUIDE

## PEOPLESFT HUMAN CAPITAL MANAGEMENT Release 8.9



### Approving Reported Time

## TIME & LABOR For Department Managers and DTAs

October 2011



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## PROCESS OVERVIEW

This guide is for department staff who approve other employee's hourly, vacation, compensatory and sick time. It will also allow you to approve Furlough time, when applicable. You can either be a *department time administrator* or a *manager* in the department (depending on how your business is set up).

In order to use the screens shown in this guide, you must have the PeopleSoft role of:

**HCM Dept Time Administrator or HCM Dept Pay Manager.**

NOTE: if you have people that report to you, you will already have the role of HCM Dept Pay Manager.

Instructions for seeing what roles you already have are at this URL:

[http://help.asu.edu/sims/selfhelp/SelfhelpKbView.seam?parature\\_id=8373-8193-6084](http://help.asu.edu/sims/selfhelp/SelfhelpKbView.seam?parature_id=8373-8193-6084)

Instructions for request a new role are at this URL:

[http://help.asu.edu/sims/selfhelp/SelfhelpKbView.seam?parature\\_id=8373-8193-4476](http://help.asu.edu/sims/selfhelp/SelfhelpKbView.seam?parature_id=8373-8193-4476)

It is important to be aware of the various deadlines that are shown in the **Payroll Calendar**

<http://cfo.asu.edu/fs-payroll>

## Access the Time and Labor Screens Through My ASU

Open a web browser

- Go to [www.asu.edu](http://www.asu.edu).
- Click on **“My ASU”**
- Login with your ASURITE ID and Password.
- Click on **“Manager”** tab,
- Click on **“Time Management”**

There are several choices to view and edit time and leave reporting - additional information is shown if you ‘hover’ over the verbiage:

- Approve Reported Time
- Input Employee Time
- View Employee Reported Time
- Verify No Errors
- Time Search Options

The screenshot displays the My ASU web interface. At the top, there is a navigation bar with links for ASU Home, My ASU, Colleges & Schools, A-Z Index, Directory, Map, and a SIGN OUT button. Below this is a search bar labeled 'Search ASU' with a 'Search' button. The main content area is divided into sections: 'My Info' and 'My Profile' tabs, 'Employee Info' with a 'switch to: Student Info' option and a 'Help' icon, and 'My Tasks'. The 'My Employment' section is active, showing tabs for Time, Payroll, Benefits, Travel, and Manager. A dropdown menu is open over the 'Time Management' link, listing the following options: Approve Reported Time, Input Employee Time, View Employee Reported Time, Verify No Errors, and Time Search Options. Other visible links include Job Information, Personal Information, Compensation, Job Openings, HR F, eHire, PTR, and PTR Worklist. At the bottom, there is a 'Teaching & Student Support Tools' section with links for Faculty Activity Report, Class Search, Academic Catalog, Refer a Student, Grading Policies and Info, Roster Contacts, Blackboard Course Request, and Book Adoption Management. A banner at the bottom of the page reads 'Find out how to help students who may be dealing with stress.'

## Search for Employees via Time Sheet

You can search for your employees in several ways:

- Individual Employee
- List Employees by Group ID, Business Unit or Workgroup

| Group ID | Description                    | Short D |
|----------|--------------------------------|---------|
| 00025    | Herberger College Of Fine Arts | B0501   |
| 00026    | School Of Music                | B0502   |
| 00027    | University Art Museum          | B0503   |
| 00028    | School Of Theatre And Film     | B0504   |
| 00029    | School Of Art                  | B0505   |
| 00030    | Dance                          | B0506   |
| 00031    | Arts,Media & Engineering       | B0507   |
| 00008    | Inst Analysis & Data Admin     | A0701   |
| 00009    | Sustainability Initiatives     | A0801   |
| 00010    | Office Pan American Initiative | A0901   |

Approve Reported Time

### Timesheet Summary

Employee Selection Criteria

| Description     | Value                         |
|-----------------|-------------------------------|
| Group ID        | <input type="text" value=""/> |
| EmplID          | <input type="text" value=""/> |
| Empl Rcd Nbr    | <input type="text" value=""/> |
| Last Name       | <input type="text" value=""/> |
| First Name      | <input type="text" value=""/> |
| Business Unit   | <input type="text" value=""/> |
| Workgroup       | <input type="text" value=""/> |
| Position Number | <input type="text" value=""/> |

**Get Employees**

| Workgroup Description |                               |
|-----------------------|-------------------------------|
| ACBEN                 | Academic Benefit Eligible     |
| ACDNOB                | Academic Non-Benefit Eligible |
| HBEN                  | Hourly Benefit Eligible       |
| HNOB                  | Hourly Non-Benefit Eligible   |
| SBEN                  | Salaried Benefit Eligible     |
| SNOB                  | Salaried Non-Benefit Eligible |
| STU                   | Students                      |

| Business Unit Description |                               |
|---------------------------|-------------------------------|
| A0101                     | A - President's Office        |
| B0101                     | B - Provost Tempe             |
| C0101                     | C - Public Affairs            |
| D0101                     | D - Business & Finance        |
| E0101                     | E - Research                  |
| F0101                     | F - Student Affairs           |
| G0101                     | G - West                      |
| H0101                     | H - Board of Regents          |
| I0101                     | I - Polytechnic               |
| J0101                     | J - Intercollegiate Athletics |
| L0101                     | L - Student Initiatives       |
| M0101                     | M - Downtown Phx              |
| N0101                     | N - University Administration |
| P0101                     | P - VP Global Engagement      |
| Q0101                     | Q - VP Education Partnerships |
| R0101                     | R - VP ASU On-line            |
| U0101                     | U - Technology                |

### Show lists of employees

You can use the fields: *Group ID*, *Business Unit* and/or *Workgroup* to show you a list of employees that you have access to as a DTA, based on your security.

For example, you want to view Students in the Downtown Phx area. You would enter:

Workgroup: *Students*

Business Unit: *Downtown Phx*

**Note: Workgroups** dictate which TRCs are available on the time sheet for each employee.

**Group ids** put employees in one or more groups and give the DTAs access to certain groups of employees. Each DTA has access to at least one group id.

### Show one employee

You can search for a single employee: *EMPLID* (10 digit number, beginning with 1000 or 1200), *First Name*, *Last Name* and/or *Position number*. **Note:** Capitalize the first letter of the name fields.

Once you have set your search criteria, click on “**Get Employees**” button.

### Search by Group ID:

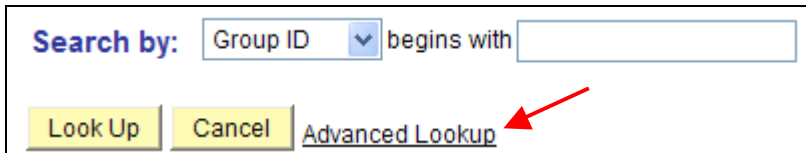
Depending on your circumstance, the employees you approve time for may all report into a group.

To find your group ID – follow these steps:

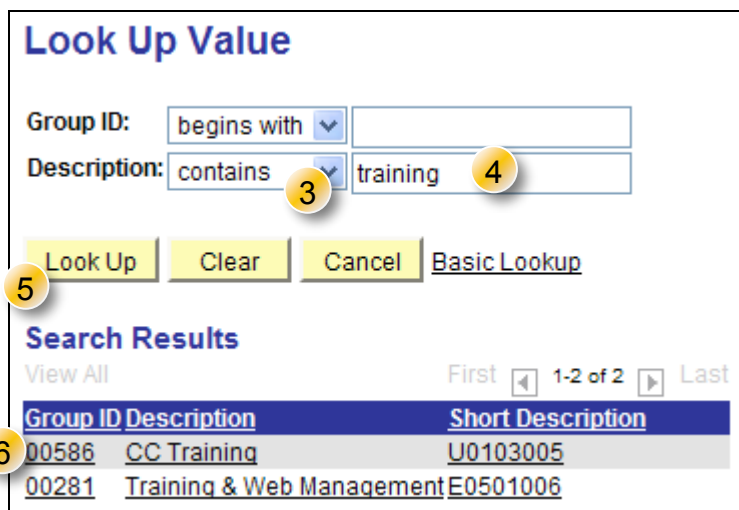
- 1) Click on the **magnifying glass** next to the “Group ID” field”



- 2) Click on “**Advanced Search**”



- 3) Change the *Description* from *Begins with* to **contains**
- 4) Type in a word that you think may be in your group’s description.
- 5) Click “**Look Up**”
- 6) Once you find your group number, you can type it into the “Group ID” field to quickly list the employees you need to approve time for. (you can also click on it directly)



### Approve Employees' Time via Reported Time Screen

Approve Reported Time

#### Timesheet Summary

Employee Selection Criteria

| Description     | Value                |
|-----------------|----------------------|
| Group ID        | <input type="text"/> |
| EmplID          | <input type="text"/> |
| Empl Rcd Nbr    | <input type="text"/> |
| Last Name       | <input type="text"/> |
| First Name      | <input type="text"/> |
| Business Unit   | E0101                |
| Workgroup       | ACBEN                |
| Position Number | <input type="text"/> |

Get Employees

Select an employee and click on the approve or deny button below to approve or deny the employee's time. Click on the employee's name to view, approve and/or deny the employee's time. You may select different view by options - by week, by date, all time before or all time after the specified date.

If the Select box is grayed out, this employee has sponsored funding. To approve/certify the effort, click on the  Show Employees name.

View By:  Date:   << Previous Week Next Week >>

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**c** Office of Human Resources Message  
 The deadline for T & L approval is noon on Monday of pay week. The deadline has passed. Please contact the payroll representative to ensure that your employee is paid.

Employees For Paul Stoll, Time Needing Approval From 03/23/2009 - 03/29/2009

| Select                   | Name                               | Job Description | Hours to be Approved | Reported Hours | Scheduled Hours | Exception | Approved/Submitted Hours |
|--------------------------|------------------------------------|-----------------|----------------------|----------------|-----------------|-----------|--------------------------|
| <input type="checkbox"/> | <a href="#">FirstName LastName</a> | Professor       | 8.00                 | 8.00           | 0.00            |           | 0.00                     |
| <input type="checkbox"/> | <a href="#">FirstName LastName</a> | Assoc Professor | 12.00                | 12.00          | 0.00            |           | 0.00                     |
| <input type="checkbox"/> | <a href="#">FirstNa a stName</a>   | Assoc Professor | 10.00                | 10.00          | 0.00            |           | 0.00                     |

Select All  Clear All

[Report Time](#)

This is an example of the "Reported Time" screen. Notes about this screen follow on the next page.

From here, you can approve hours of one or more employees.

- 1) Click on the **check boxes** next to the employees whom you want to approve and
- 2) Click on “**Approve Selected**” or “**Deny Selected**”. All entries for that employee will be approved or denied.

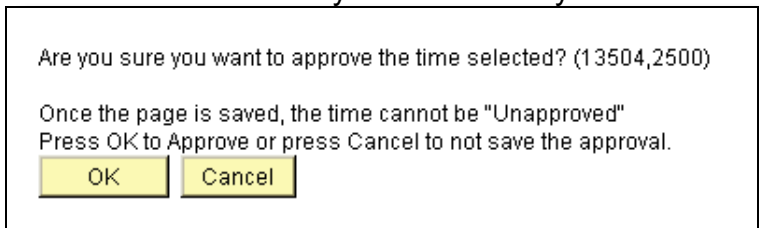
**Tip a:** You can go one level deeper by clicking on an employee’s name and then approving or denying individual entries. See below for further directions.

**Tip b:** If the selection box is grayed out, but there are hours to approve, the employee has effort reporting hours. You must approve them on the detail screen by clicking on the employee’s name.

**Tip c:** If you have navigated to a time period in the past, you will see this message. It warns you that you are dealing with data in the past and that the employee’s pay will not be affected by your changes.

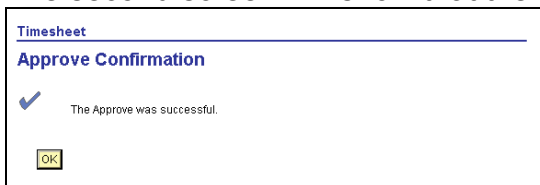
Once you click on “approve selected” or “deny selected” you will see two more screens.

The first screen allows you to cancel if you made a mistake.



Click **OK** to continue.

The second screen will show that the changes you made have been confirmed.



Click **OK** to confirm.

## Approve, Deny, Edit, Add or Delete Time for an Employee

When you click on an employee’s name, you can then approve or deny individual entries in their record.

**Timesheet**  
 Joe Employee  
 Job Title: Student Worker II  
 EmpID: 100000000  
 Empl Rcd Nbr: 0  
 Hourly Rate: 8.00  
 View By: Time Period Date: 03/09/2009  
 Reported Hours: 15.00 Hours Scheduled Hours: 0.00 Hours  
 From Monday 03/09/2009 to Sunday 03/22/2009  
 Timesheet  

| Mon 3/9 | Tue 3/10 | Wed 3/11 | Thu 3/12 | Fri 3/13 | Sat 3/14 | Sun 3/15 | Mon 3/16 | Tue 3/17 | Wed 3/18 | Thu 3/19 | Fri 3/20 | Sat 3/21 | Sun 3/22 | Total | Time Reporting Code         |
|---------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------|-----------------------------|
|         |          |          |          |          |          |          | 3.50     | 6.00     | 3.50     | 2.00     |          |          |          | 15.00 | STH - Student Regular Hours |

 Submit/Certify  
 Reported Time Status - click to hide  

| Select                   | Date       | Status         | Total | Time Reporting Code | Comments |
|--------------------------|------------|----------------|-------|---------------------|----------|
| <input type="checkbox"/> | 03/16/2009 | Needs Approval | 3.50  | STH                 |          |
| <input type="checkbox"/> | 03/17/2009 | Needs Approval | 6.00  | STH                 |          |
| <input type="checkbox"/> | 03/18/2009 | Needs Approval | 3.50  | STH                 |          |
| <input type="checkbox"/> | 03/19/2009 | Needs Approval | 2.00  | STH                 |          |

 Select All Deselect All Approve Selected Deny Selected  
 Reported Hours Summary - click to view  
 Balances - click to view  
 View Paycheck  
 Return to Select Employee

The steps involved include:

**Tip a:**

Use the “Select All” and “Deselect All” to mass select/unselect entries.

**Tip b:**

Use the “view by” and “Date” features to change the time frame. Typically, you will view by time period (2 week intervals). If you navigate to the past, a warning message will appear.

Click for Instructions  
 View By: Week Date: 09/05/2011 Refresh  
 Reported Hours: 12.00 Hours Scheduled Hours: 0.00 Hours  
 Reported time on or before 09/18/2011 is for a prior period.  
 From Monday 09/05/2011 to Sunday 09/11/2011

**Tip c:**

Use these links to quickly jump to new time periods and/or a different employee.

**Tip d:**

If your security access and business process allows is correct, you may have the ability to add and edit hours to the employee's record.

If the new hours are of a different TRC -Time Reporting Code (for example, vacation instead of regular)

Click the **+** sign at the right end of the last row to add a new row of data.

Put in the **number of hours** and **TRC**.

Click on "**Submit/Certify**".

**Tip e:**

**Approve** or **Deny** the hours by clicking these buttons.

## Approve, Deny, Edit, Add or Delete Time for an Employee - Including Effort Reporting detail information

If the employee has effort reporting hours, you must approve their hours by clicking on their name in the “reported time” or “timesheet” screens in order to show this detail.

The links to approve or deny their hours are shown after the table listing the Effort reporting hours.

### Timesheet

Name: \_\_\_\_\_ EmplID: 1000

Job Title: Office Specialist Sr Empl Rcd Nbr: 0

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[Click for Instructions](#)

View By: Week Date: 04/06/2009 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 40.00 Hours Scheduled Hours: 0.00 Hours [<< Previous Employee](#) [Next Employee >>](#)

From Monday 04/06/2009 to Sunday 04/12/2009

**Timesheet**

| Mon 4/6 | Tue 4/7 | Wed 4/8 | Thu 4/9 | Fri 4/10 | Sat 4/11 | Sun 4/12 | Total | Time Reporting Code |
|---------|---------|---------|---------|----------|----------|----------|-------|---------------------|
| 8.00    | 8.00    | 8.00    | 8.00    | 8.00     |          |          | 40.00 | HRY - Reg Hours     |

**Current funding accounts**

| Acct Effdt | ACCT CODE | Acct Descr                     | Distrb % | Job Effdt | Position Num | Position Descr       | DeptID | Dept Descr                  | Spnsr |
|------------|-----------|--------------------------------|----------|-----------|--------------|----------------------|--------|-----------------------------|-------|
| 07/01/2008 | BTS0015   | DECISION CENTER FOR A DESERT C | 100.000  | 09/02/08  | 118815       | Office Specialist Sr | E1101  | Institute Of Sustainability | Y     |

**Hours submitted/certified by below funding accounts by user.**

| Acct Effdt | ACCT CODE | Acct Descr                     | Distrb % | Job Effdt | Position Num | Position Descr       | DeptID | Dept Descr                  | Spnsr |
|------------|-----------|--------------------------------|----------|-----------|--------------|----------------------|--------|-----------------------------|-------|
| 07/01/2008 | BTS0015   | DECISION CENTER FOR A DESERT C | 100.000  | 09/02/08  | 118815       | Office Specialist Sr | E1101  | Institute Of Sustainability | Y     |
| 07/01/2008 | BTS0015   | DECISION CENTER FOR A DESERT C | 100.000  | 09/02/08  | 118815       | Office Specialist Sr | E1101  | Institute Of Sustainability | Y     |
| 07/01/2008 | BTS0015   | DECISION CENTER FOR A DESERT C | 100.000  | 09/02/08  | 118815       | Office Specialist Sr | E1101  | Institute Of Sustainability | Y     |
| 07/01/2008 | BTS0015   | DECISION CENTER FOR A DESERT C | 100.000  | 09/02/08  | 118815       | Office Specialist Sr | E1101  | Institute Of Sustainability | Y     |
| 07/01/2008 | BTS0015   | DECISION CENTER FOR A DESERT C | 100.000  | 09/02/08  | 118815       | Office Specialist Sr | E1101  | Institute Of Sustainability | Y     |

[Submit/Certify](#)

[Reported Time Status - click to hide](#)

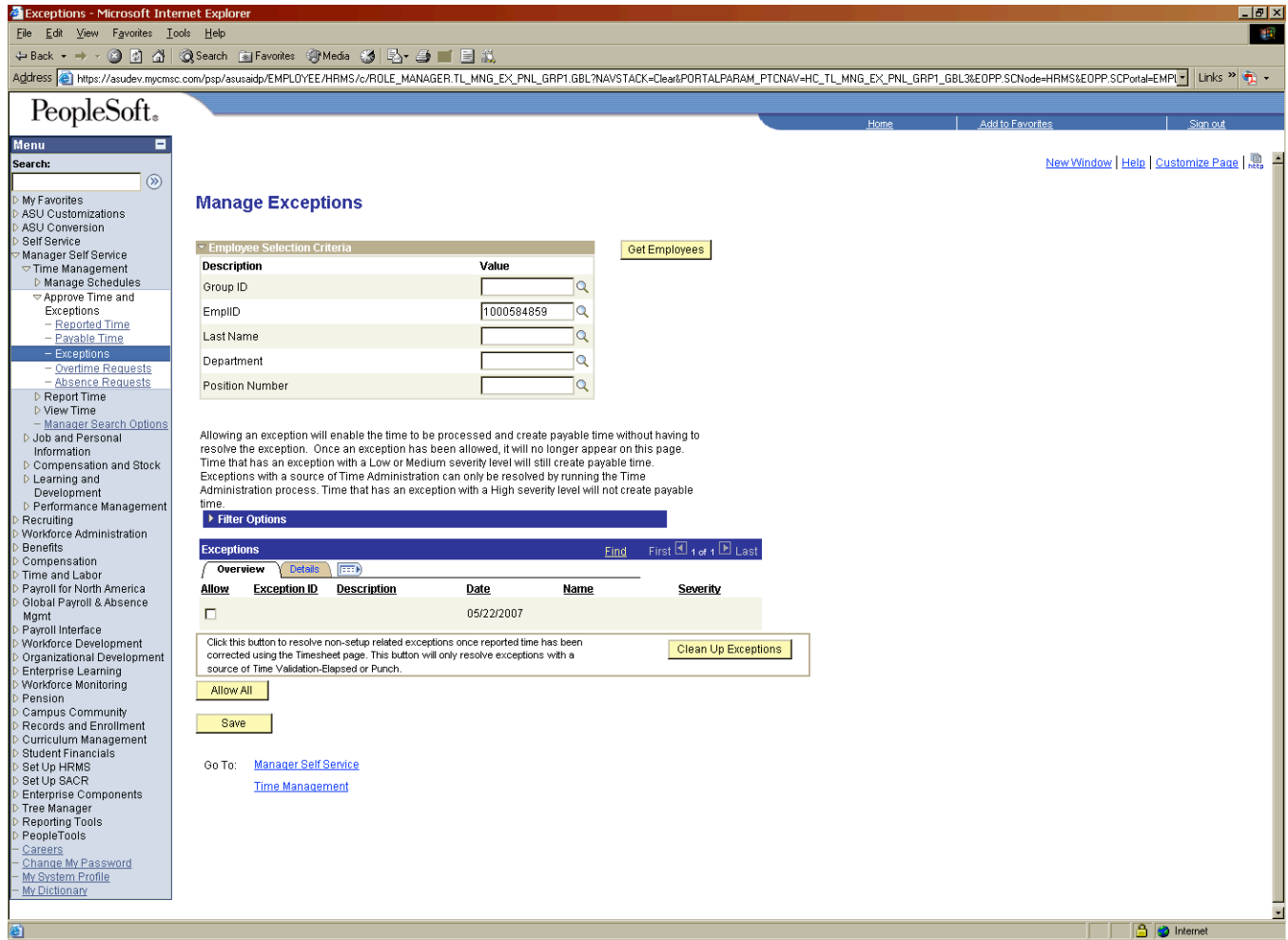
| Select                   | Date       | Status         | Total | Time Reporting Code | Comments |
|--------------------------|------------|----------------|-------|---------------------|----------|
| <input type="checkbox"/> | 04/06/2009 | Needs Approval | 8.00  | HRY                 |          |
| <input type="checkbox"/> | 04/07/2009 | Needs Approval | 8.00  | HRY                 |          |
| <input type="checkbox"/> | 04/08/2009 | Needs Approval | 8.00  | HRY                 |          |
| <input type="checkbox"/> | 04/09/2009 | Needs Approval | 8.00  | HRY                 |          |
| <input type="checkbox"/> | 04/10/2009 | Needs Approval | 8.00  | HRY                 |          |

[Select All](#)    [Deselect All](#)    [Approve Selected](#)    [Deny Selected](#)

[Reported Hours Summary - click to view](#)  
[Balances - click to view](#)  
[View Paycheck](#)  
[Return to Select Employee](#)

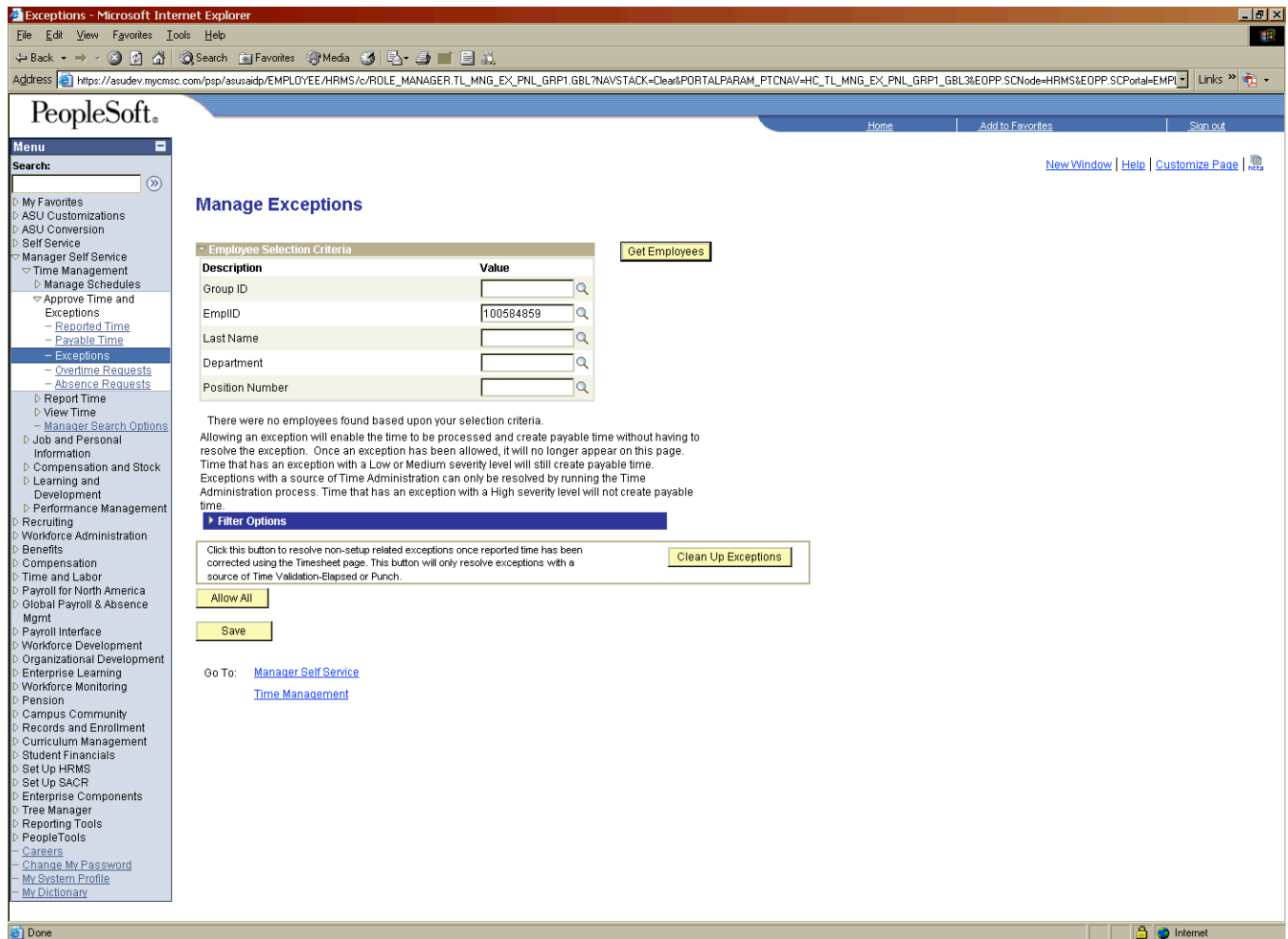


Figure 20: Manage Exceptions with EmplID Search Criteria



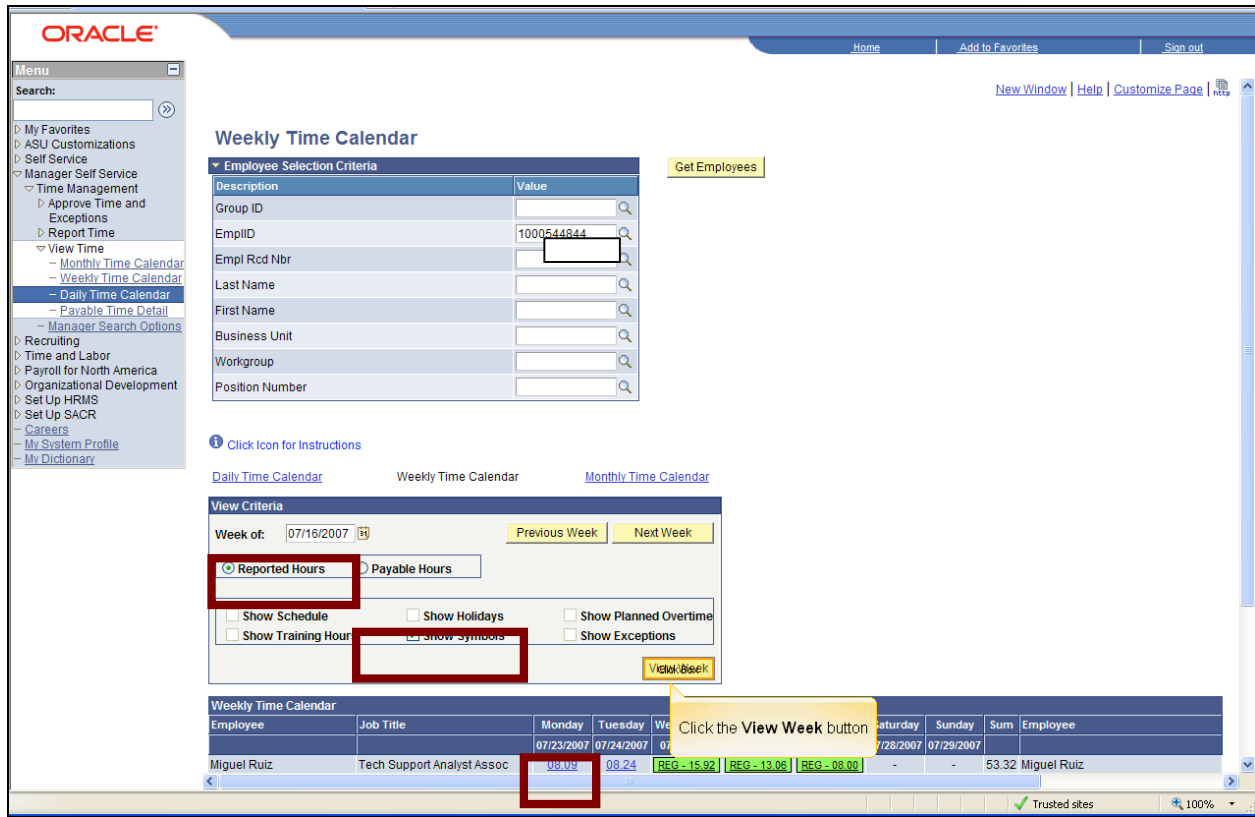
Click on the **Get Employees** button to recall the employee’s exception listing. The system searches for Exceptions under the EmplID and returns to the Manage Exceptions screen showing that none were found. The corrections made by the DTA on the have cleared both exceptions. All Reported Time will be converted to Payable Time with the next run of the Time Administration process.

Figure 13: Manage Exceptions Page With No Exceptions Found duplicate



The DTA can now enter another EmplID to review exceptions for another employee, click on other links or menu listing to begin other tasks or click on **Sign Out** to leave the system.

## Weekly Time Calendar View



### Reported Hours

**Step 1** – Click on the **Weekly Time Calendar** view in the **View Time** menu.

**Step 2** – Look up your employee using their ID # or criteria of your choice.

**Step 3** – Click **Get Employees**

**Step 4** – Click on the radial button titled **Reported Hours**

**Step 5** – Click a checkmark into the **Show Symbols** area. This will color code the various types of pay an individual has generated. Eg. REG hours are green.

**Step 6** – Click on the **View Week** button to bring up Reported Hours.

### Payable Hours

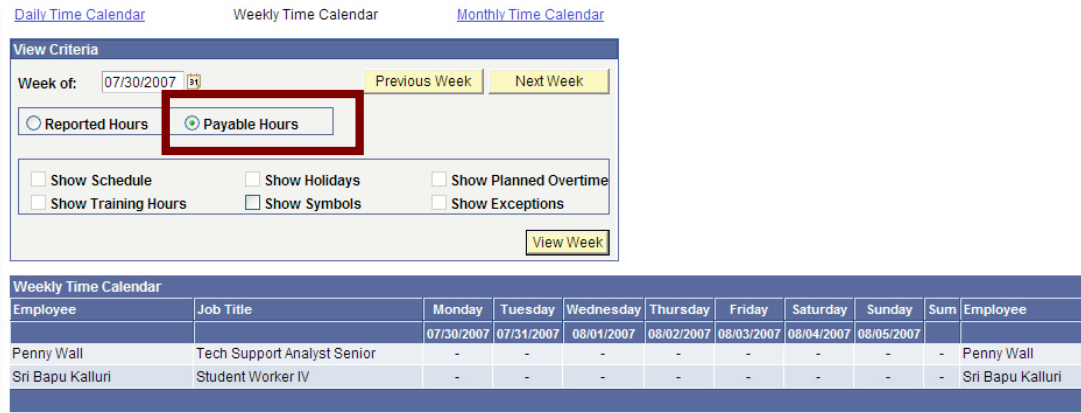
**Step 1** – Click on the **Payable Hours** radial button.

**Step 2** – Click on the **View Week** button.

**Note:** The **Monthly, Daily, and Payable Time Detail** views are useful as well.

**Note:** Click on the hours links (Eg. 08.09 is highlighted above) to view details about them.

### Payable Hours



The **Payable Hours** view in the system shows the quantity of hours for which the person will be paid. It reflects all adjustments made by the system. Employees can see this view.

Some additional codes; in the PAYABLE time when reviewing/calculating employees hours;

**HOP** = holiday pay

**CE5** = the time and ½ (portion) for overtime pay shows up w/ CEP, then this is the time and ½ so for 2.75 (CEP) this would show as 1.375 paid

**CEP** = comp time paid, this is the hours IE: 2.75 paid at straight

**CTE** = comp time earned

## Payable Time Details

Figure 31

**Payable Time Detail**

**Select Employee**

Employee Selection Criteria

| Description     | Value                |
|-----------------|----------------------|
| Group ID        | <input type="text"/> |
| EmplID          | 1000544844           |
| Empl Rod Nbr    | <input type="text"/> |
| Last Name       | <input type="text"/> |
| First Name      | <input type="text"/> |
| Business Unit   | <input type="text"/> |
| Workgroup       | <input type="text"/> |
| Position Number | <input type="text"/> |

Get Employees

Employees For Amanda Palma

| Name        | Employee ID | Job Code | Job Description            | Business Unit | Location | Workgroup | Reports To Position Number | Position Number | North American Paygroup |
|-------------|-------------|----------|----------------------------|---------------|----------|-----------|----------------------------|-----------------|-------------------------|
| Mickie Brou | 1000544844  | 172210   | Tech Support Analyst Assoc | U0101         | DTPHX    | HBEN      | 110984                     | 117439          | HRY                     |

Select the Mickie Brou link

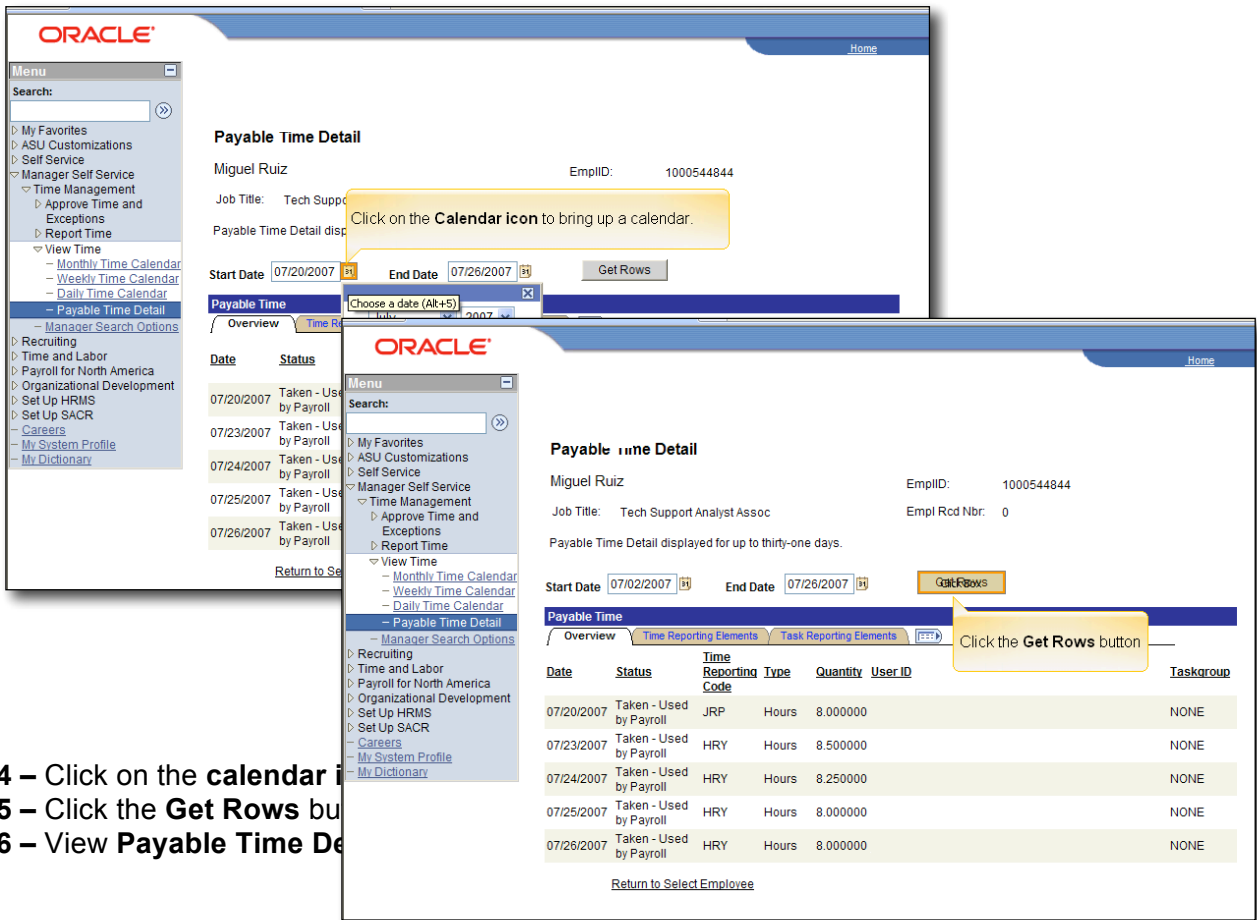
Time Management

The Payable Time Detail view lists the status of an employee’s pay.

**Step 1** – Click on the **Payable Time Detail** link under the **View Time** menu.

**Step 2** – After entering your search data, click **Get Employees**.

**Step 3** – Click on the **employee name** you wish to view.



- Step 4 – Click on the calendar icon
- Step 5 – Click the Get Rows button
- Step 6 – View Payable Time Detail

## Correcting and Managing Time Exceptions

There are a few departments at ASU who do need to correct and manage time exceptions. This needs to be done on a one-to-one basis working with the Payroll Representative for that department. Contact your Payroll Representative for management of time exceptions.

## DTA Policies

DTAs must maintain all records pertaining to time reporting, including approvals for paid time off for 3 fiscal years.

### If an employee's hours didn't get reported and the new pay period has started:

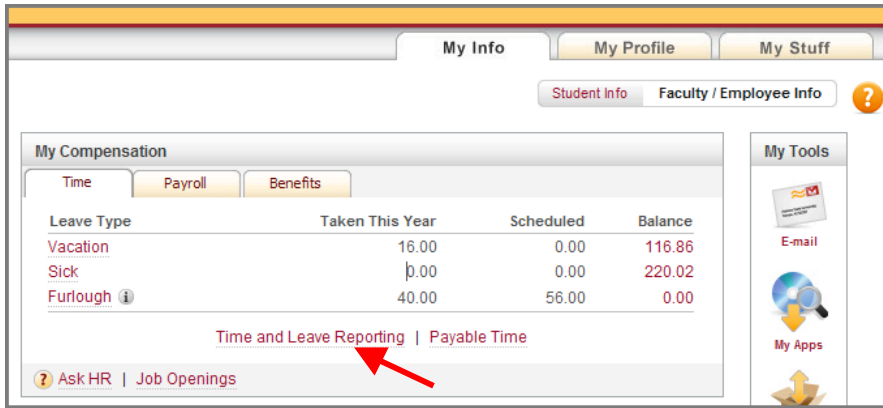
If an employee's hours did not get reported and a new pay period has started, and if the employee's hours are within 14 days the hours can be reported then approved by the DTA. If the hours are after 14 days a Payroll Action Request will need to be submitted to pay the employee the hours worked.

To view a description of DTA responsibilities please go to URL:

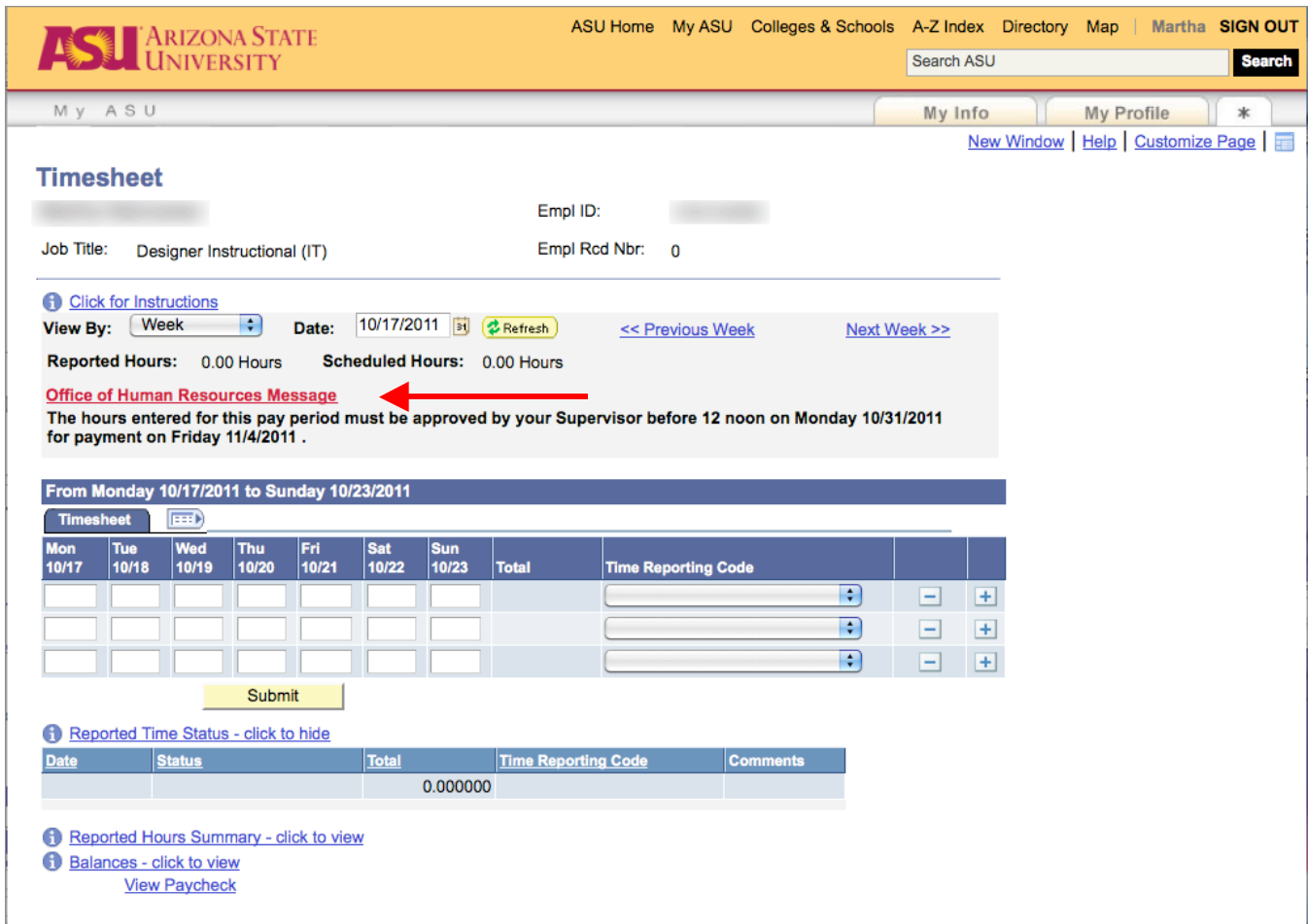
<http://cfo.asu.edu/fs-timereporting>

## Employee Self Report Time and Leave

Employees can easily report their time from My ASU. This is found in the upper right corner of the My ASU screen. Employees can click on *Time and Leave Reporting* to report their hours.



When clicking on the Time and Leave Reporting link, they will see the below screen. *Notice* - the text that informs them when they will be paid.



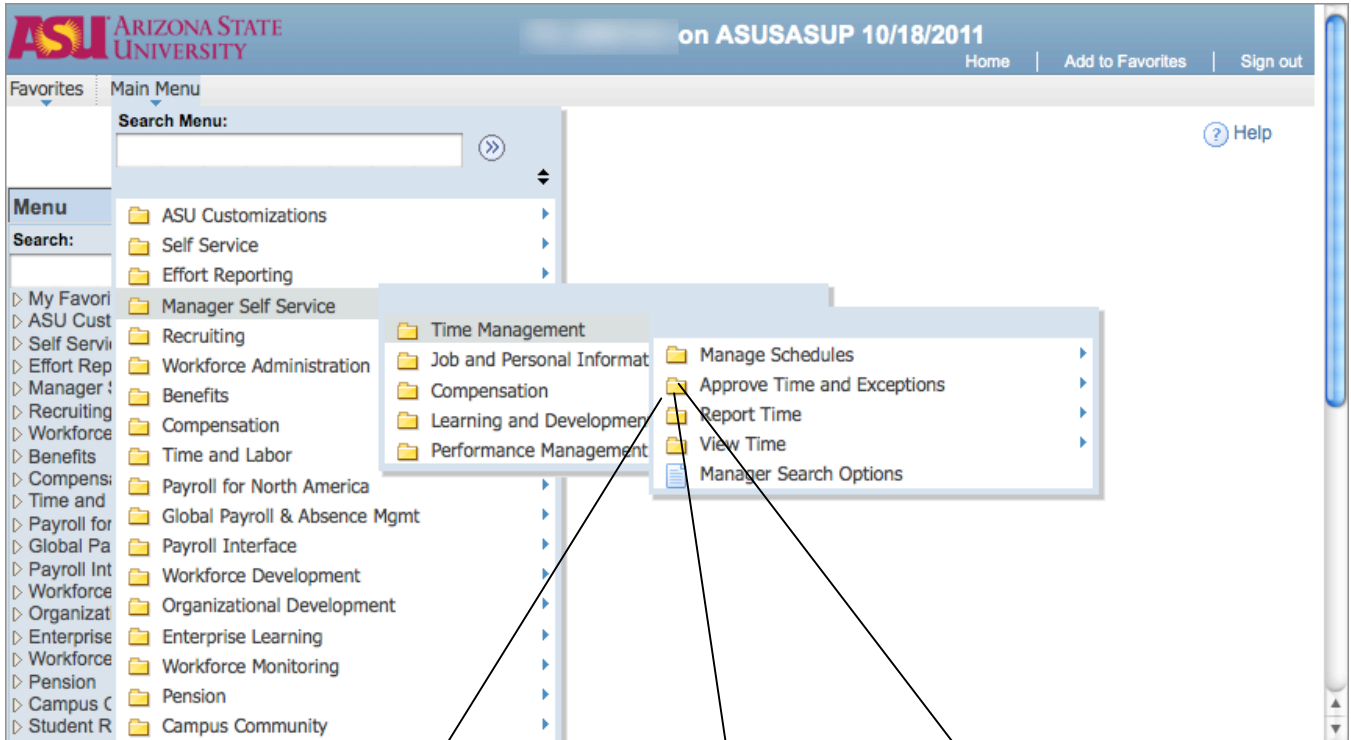
# Approve Time via PeopleSoft Screens

For personal preference, or if My ASU is unavailable, you can access the time and labor screens directly in PeopleSoft.

- 1) Open a web browser and go to <https://hrsa.oasis.asu.edu>
- 2) Login to Peoplesoft using your ASURITE ID and password.



Navigate to the time and labor screen by clicking on these menus:  
**Manager Self Service > Time Management**



**Reported Time**  
See only those employees with hours that need to be approved. Approve all at once.

**TimeSheet:**  
See all of your employees – Approve time 1 employee at a time.

**Time Calendar**  
See hours submitted by all of your employees at one glance

The links shown here work identically to the screens you access via MyASU.

## Appendix

### Examples of Time Reporting Codes (TRCs) by Position Type

#### Hourly TRCs

| Time Reporting Code             |
|---------------------------------|
| HRY - Reg Hours                 |
| BEP - Bereavement Leave Hourly  |
| CAB - Call Back                 |
| CTH - Comp Time Taken Hourly    |
| CTX - Comp Time Officers        |
| HOP - Holiday Pay Hourly        |
| HOU - Unpaid Holiday            |
| <b>HRY - Reg Hours</b>          |
| JRP - Jury Duty Pay Hourly      |
| MIP - Military Leave Pay Hourly |
| PTP - Parental Leave Hourly     |
| SCP - Sick Leave Hourly         |
| SNP - Unpaid Sick               |
| STB - Standby Pay               |
| UPH - Unpaid Hours              |
| VAH - Vacation Hourly           |
| VNP - Unpaid Vacation           |

#### Salaried

| Time Reporting Code             |
|---------------------------------|
| BER - Bereavement Leave Exempt  |
| JRY - Jury Duty Pay Exempt      |
| MIL - Military Leave Pay Exempt |
| PTL - Parental Leave Exempt     |
| SCK - Sick Leave Exempt         |
| VAC - Vacation Leave Exempt     |

#### Academic Professional ACD

| Time Reporting Code             |
|---------------------------------|
| BER - Bereavement Leave Exempt  |
| JRY - Jury Duty Pay Exempt      |
| MIL - Military Leave Pay Exempt |
| PTL - Parental Leave Exempt     |
| SCK - Sick Leave Exempt         |

#### A12

| Time Reporting Code             |
|---------------------------------|
| BER - Bereavement Leave Exempt  |
| JRY - Jury Duty Pay Exempt      |
| MIL - Military Leave Pay Exempt |
| PTL - Parental Leave Exempt     |
| SCK - Sick Leave Exempt         |

#### Student

| Time Reporting Code         |
|-----------------------------|
| STH - Student Regular Hours |

## ***Employment Definitions for PeopleSoft Implementation***

### **Regular/Temporary Status:**

**Regular** – a position which is considered to be part of the established staff compliment; will be recurring from year to year.

**Short Term Temporary** – a position which is established to respond to a temporary increased workload not to exceed 6 months in duration.

**Long Term Temporary** – a position which is established to respond to a temporary increased workload due to additional short term project or special initiative needs which will extend 6 months or more, but not to exceed 2 years

**Seasonal** – a position which recurs during high (or peak) work or volume needs typically associated with an established work schedule (can be either full or part time, as defined above); assignment will be of a short duration (not to exceed 5 consecutive months) and occurs during the same time periods from year to year; may be employed as either full or part time during the period in which they are required.

### **Full/Part Time:**

**Full Time** – designated as working no less than 2,080 hours per fiscal year (40 hours per week, 52 weeks); 1,560 hours per academic year (40 hours per week, 39 weeks); representing a 1.0 FTE. Seasonal staff can be defined as full time during the period in which they are employed; however they are not benefit eligible.

**Part Time** – less than a 1.0 FTE; if assignment is less than .5 FTE; not benefits eligible; greater than .5 FTE but less than 1.0 FTE is benefits eligible.

**PRN** – (less than .1 FTE) a position that is established to provide additional staff on an as needed basis due to unexpected staffing shortage to meet workload of area; not benefit eligible; typically paid at a premium rate in recognition of the highly variable nature of the assignment.

**NOTES:**