



# Employment Manual | Definitions

## Employment Type Status (HRIS Regular/Temporary Field)

### Regular

- Academic personnel who are tenured, tenure track, continuing status eligible, or continuing status, regardless of FTE
- All staff with a consistent work schedule for 90 days or longer, regardless of FTE
- Not used for graduate or student workers (*See Variable definition*)

**NT/NC Acad** – Academic personnel and postdoctoral scholars who are non-tenure track, non-tenured, non-continuing status-eligible, or non-continuing status for 90 days or longer, includes lecturers, instructors, professors of practice, and other academic personnel (except FAs and AAs) on semester/annual/multi-year contracts.

**Variable** – All employees who meet one or more of this criteria:

- inconsistent weekly work schedule (i.e., PRN positions)
  - *See PRN definition under Working Hours/FTE*
- Short-duration positions less than 90 days, regardless of FTE (i.e., SUM/WTR positions, seasonal employees under 90 days, academic personnel with a one-session contract)
- All faculty, faculty research and academic associates .40 FTE or less (if .50 FTE or more must use another title)\* or
- All graduate and student worker positions

**Seasonal** - Effective Jan. 1, 2015, do not use seasonal.  
The [Variable](#) definition replaces seasonal.

\* **Important:** .41 – .48 FTE requires advance approval from the Provost's Office and the [ASU ACA Compliance](#) team

## Working Hours/FTE (HRIS Full/Part Field)

**Full-time Employee** – Any employee who works a planned and consistent work schedule at 1.0 FTE (40 hours per week)

**Part-time Employee** – Any employee who works a planned and consistent work schedule less than 1.0 FTE (less than 40 hours per week)

**PRN Employee** – A position for unplanned, unscheduled and unexpected staffing needs that meet all of this criteria:

- Is a non-recurring work schedule with no guarantee of continued employment
- Has an inconsistent (no commitment) number of hours and
- Must be paid on an hourly basis

**Note:** Positions with planned work schedules or hours are either part-time or full-time depending on FTE or standard hours.



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## Benefits Eligibility Matrix

	Full-time = 1.0 FTE	Part-time => .5 FTE	Part-time < .5 FTE	PRN
Regular	Eligible	Eligible	ACA only if applicable	
NT/NC Acad	Eligible	Eligible	ACA only if applicable	
Variable	ACA only if applicable	ACA only if applicable	ACA only if applicable	If they average 30+ hours, cannot be PRN

## Mandatory Retirement Eligibility Matrix

	Full-time = 1.0 FTE	Part-time => .5 FTE	Part-time < .5 FTE	PRN
Regular	Eligible	Eligible	Subject to 20/20 eligibility rule	
NT/NC Acad	Eligible	Eligible	Subject to 20/20 eligibility rule	
Variable	Subject to 20/20 eligibility rule	Subject to 20/20 eligibility rule	Subject to 20/20 eligibility rule	Subject to 20/20 eligibility rule