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.
### Benefits Eligibility Matrix

<table>
<thead>
<tr>
<th></th>
<th>Full-time = 1.0 FTE</th>
<th>Part-time =&gt; .5 FTE</th>
<th>Part-time &lt; .5 FTE</th>
<th>PRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Eligible</td>
<td>Eligible</td>
<td>ACA only if applicable</td>
<td></td>
</tr>
<tr>
<td>NT/NC Acad</td>
<td>Eligible</td>
<td>Eligible</td>
<td>ACA only if applicable</td>
<td></td>
</tr>
<tr>
<td>Variable</td>
<td>ACA only if applicable</td>
<td>ACA only if applicable</td>
<td>ACA only if applicable</td>
<td>If they average 30+ hours, cannot be PRN</td>
</tr>
</tbody>
</table>

### Mandatory Retirement Eligibility Matrix

<table>
<thead>
<tr>
<th></th>
<th>Full-time = 1.0 FTE</th>
<th>Part-time =&gt; .5 FTE</th>
<th>Part-time &lt; .5 FTE</th>
<th>PRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Eligible</td>
<td>Eligible</td>
<td>Subject to 20/20 eligibility rule</td>
<td></td>
</tr>
<tr>
<td>NT/NC Acad</td>
<td>Eligible</td>
<td>Eligible</td>
<td>Subject to 20/20 eligibility rule</td>
<td></td>
</tr>
<tr>
<td>Variable</td>
<td>Subject to 20/20 eligibility rule</td>
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</tbody>
</table>