

Arizona State University Employment Matrix

Employment Strategy	Faculty w/ or w/o Adm appt and Academic Professional with tenure, tenure-track, or continuing-elig or continuing contract	Post Doctoral Scholar; Lecturer/Instructor; Professor of Practice; Instructional Professional (50% or more); other Academic Prof, etc. on semester/annual/multi-year contract	Faculty Assoc, Faculty Research Assoc, Instructional Professional (primary job staff), and Academic Assoc on semester/annual contract (non-benefits eligible)	Undergrad/Graduate Student with Student Worker I - IV Student Worker V (stipends)	Grad Student with Graduate, Teaching and Research Assistant/Associate or Graduate Intern	Staff - Administrator & University Staff	Grandfathered Classified Staff	Classified Staff Police Position Only
HOURS	See Full-Time and Part-Time Employment below		Cannot exceed 0.40 FTE for all positions; Provost's Office Approval Required for 0.41-0.49 FTE	Student with Graduate Positions - 0.50 FTE max during academic year. https://cfo.asu.edu/aca-faqs-undergraduate-graduate-student-workers	Student worker jobs only - rolling average of 25 hours/week https://cfo.asu.edu/aca-faqs-undergraduate-graduate-student-workers	See Full-Time and Part-Time Employment below		
HRIS REGULAR/TEMPORARY FIELD								
VARIABLE (formerly Short-Term Temporary)	Not Available Exception: FSW Positions Below Only		Must Use	Must Use	Must Use	Inconsistent schedule or less than 90- day assignment; ACA Approval Required for 90 or more days	Not Available	Inconsistent schedule or less than 90- day assignment; ACA Approval Required for 90 or more days
NT/NC ACAD (formerly Long-Term Temporary)	Not Available	Available	Not Available	Not Available		Not Available		
REGULAR	Available	Not Available	Not Available	Not Available		Available	Grandfathered Only	Available
SPECIAL JOB GUIDELINES								
Multiple Job Limitations	Academic Personnel cannot have Student jobs		No Student jobs and may not hold multiple non-benefits eligible appointments	Undergraduate Students cannot have Academic Personnel or Staff Jobs	Only Graduate Students may hold other types of jobs.	Staff cannot have Student Jobs		
Faculty Summer/Winter Positions FSW	Available for Summer Only: Use Variable		Available for Summer Only; Use Variable	Not Available		Not Available		
Instructor Summer - Not Pre-Collected Positions ACD	Not Available	Available for Summer positions w/o Pre-Collected benefits; Use NT/NC Acad	Not Available	Not Available		Not Available		
Faculty and academic professionals hired in Summer to the end of the next semester/academic year	Use Regular and Designate ASU ## <##=No. of payrolls>	Not Available	Not Available	Not Available		Not Available		
Supplemental Pay for Work	Part-time faculty must be paid via additional job, https://cfo.asu.edu/aca-faqs-part-time-teaching-jobs		May not hold multiple non-benefits eligible appointments.	Must be paid for work via additional job		Part-time or non-exempt employees must be paid for work via additional job		
Exempt/Non-Exempt Status	FLSA status determined based on weekly pay. If multiple jobs, Federal law prohibits non-exempt employees from having a secondary exempt position.		FLSA status determined based on weekly pay.	Not Available		FLSA status determined based on weekly pay. If multiple jobs, exempt job must be primary.		
HRIS FULL/PART FIELD								
Full-Time Employment 100 percent FTE (40 hour/week)	100 percent FTE (40 hours per week)		Not Available	Summer Only - 100 percent FTE (up to 40 hours per week)		100 percent FTE (40 hours per week)		
Part-Time Employment Less than 100 percent FTE	Less than 100 percent FTE If less than 50% FTE, must be limited to one offer letter.		Must be less than 50% FTE in one offer letter.	AY - Less than 100 percent FTE (Up to 25 hours, International Students up to 20 hours)		Less than 100 percent FTE (less than 40 hours)		
PRN Works as needed due to an unexpected staffing shortage	Not Available	Must be hourly, variable jobs; exempt jobs must have PRN in title	Must be hourly, variable jobs; exempt jobs must have PRN in title	Not Available		Must be hourly, variable jobs; exempt jobs must have PRN in title		
JOB STATUS								
TERMINATION REQUIREMENTS	Benefits cannot be terminated retroactively, per ACA regs; therefore, timely terminations of employment are required. Departments must pay both employer/employee premiums for late employment terminations.		If returning next semester, place on SWB. If not, must terminate employment, per OGC.	STU I - IV = If not paid for 4 months, jobs will be auto-terminated. Student jobs must reflect actual hire/termination dates. If not, hours count in ACA trending.	GRA = If returning next semester, place on SWB. If not, terminate employment.	Benefits cannot be terminated retroactively per ACA regs; therefore, timely termination of employment is required. Departments must pay both employer/employee premiums for late employment terminations.		
Leave of Absence	Must have expected return-to-work date on job record. See ACD 700 Leaves of Absence policies: https://www.asu.edu/aad/manuals/acd/index.html			Not Available	Not Available; Expection: Paid Parental Leave Benefits Only	Must have expected return-to-work date on job record. SPP 700 Leaves of Absence policies: https://www.asu.edu/aad/manuals/spp/index.html		