## Arizona State University Employment Matrix

### Employment Strategy
- **Faculty or Admin.** Admin. and Academic Professionals with tenure, tenured-track, or continuing-elig or continuing contract
- **Post Doctor. Scholar.** Post Doctoral Scholar, Instructor, Professor of Practice, Instructional Professional, Adjunct, Temporary, etc. on semester/annual/multi-year contract
- **Faculty Assoc/Research.** Faculty Associate, Instructional Professional, (primary job staff, and Admin. Assoc. as semester/annual contract (non-benefits eligible)
- **Undergrad/Grad. Student.** Undergrad/Graduate Student
- **Grad. Student with Graduate.** Graduate Student with Graduate, Teaching and Research Assistant/Associate or Graduate Intern
- **Student Worker V.** Student worker jobs only. rolling average of 25 hours/week
- **Students with Graduate.** Positions - 0.50 FTE max during academic year.
- **Student with Graduate.** Positions - 0.05 FTE max during academic year.

### HOURS
- See Full-Time and Part-Time Employment below
- Cannot exceed 0.40 FTE for all positions. Provost’s Office Approval Required for 0.40-0.49 FTE
- Student with Graduate Positions - 0.50 FTE max during academic year.
- Student worker jobs only. rolling average of 25 hours/week
- See Full-Time and Part-Time Employment below

### HRS REGULAR/TEMPORARY FIELD
- **VARIABLE** (formerly Short-Term Temporary)
  - Not Available
  - Available
  - Not Available
  - Available
  - Not Available
  - Available
  - Not Available
  - Available
  - Not Available
  - Available
- **NT/NC ACAD** (formerly Long-Term Temporary)
  - Available
  - Not Available
  - Available
  - Not Available
  - Available
  - Not Available
  - Available
  - Not Available
  - Available

### SPECIAL JOB GUIDELINES
- **Multiple Jobs Limitations**
  - Not Available
  - Available
  - Not Available
  - Available
- **Faculty Summer/Winter Positions FSW**
  - Available for Summer Only: Use Variable
- **Instructional Summer - Not Pre-Collected Positions ACD**
  - Available for Summer Only: Use Variable
- **Supplemental Pay for Work**
  - Part-time faculty must be paid via additional job: https://hr.asu.edu/aca/faq-supp-pay-7-weekly-pay.
  - 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.
  - Must be paid for work via additional job.
- **HRIS FULL/PART FIELD**
  - Not Available
  - Available
  - Not Available
  - Available
  - Not Available
  - Available
  - Not Available
  - Available
  - Not Available

### HRS FULL/PART FIELD
- **SPECIAL JOB GUIDELINES**
  - Not Available
  - Available
  - Not Available
  - Available
- **TENURE STATUS**
  - Available
  - Not Available
  - Available
  - Not Available
  - Available
  - Not Available
  - Available
  - Not Available
  - Available
- **JOB STATUS**
  - Available
  - Not Available
  - Available
  - Not Available
  - Available
  - Not Available
  - Available
  - Not Available

## TERMINATION REQUIREMENTS
- **Benefits cannot be terminated retroactively, per ACA regs; therefore, timely termination of employment is required. Departments must pay both employee/employer premiums for late employment terminations.**
- **If returning next semester, place on SWB. If not paid for 4 months, job will be auto-terminated. Student jobs must reflect actual or termination dates. If not, hours count in ACA trending.**
- **Benefits cannot be terminated retroactively per ACA regs; therefore, timely termination of employment is required. Departments must pay both employee/employer 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
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## HRS TEMPORARY/EXCEPTIONAL
- **Benefits cannot be terminated retroactively, per ACA regs; therefore, timely termination of employment is required. Departments must pay both employee/employer premiums for late employment terminations.**
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