### Employment Strategy

<table>
<thead>
<tr>
<th>Faculty with or without Adm app.</th>
<th>Academic Professional with tenure, tenure-track, or continuing elig. or continuing contract</th>
<th>Post Doctoral Scholar; Lecturer/Instructor; Professor of Practice; Instructional Professional (50% or more); other Academic Prof, etc. on semester/annual/multi-year contract</th>
<th>Faculty Assoc, Faculty Research Assoc, Instructional Professional (primary job staff), and Academic Assoc on semester/annual contract (non-benefits eligible)</th>
<th>Undergrad/Graduate Student with Student Worker I – IV</th>
<th>Student Worker V (stipends)</th>
<th>Undergraduate Student with Graduate Positions – 0.50 FTE max during academic year</th>
<th>See FAQ at cfo.asu.edu/hr-aca for annual maximums</th>
<th>Staff – Administrator &amp; University Staff</th>
<th>Grandfathered Only</th>
<th>Classified Staff</th>
<th>Police Position Only</th>
</tr>
</thead>
<tbody>
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<td>MUST USE</td>
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### HOURS

- **VARIABLE (formerly Short-Term Temporary)**
  - Not Available
  - Exception: FSW Positions Below Only
  - MUST USE
- **NT/NC ACAD (formerly Long-Term Temporary)**
  - Not Available
  - AVAILABLE
- **REGULAR**
  - Not Available
  - Not Available
- **Seasonal (will be disabled; do not use)**
  - Not Available
  - Not Available

### SPECIAL JOB GUIDELINES

- Multiple Job Limitations
  - Academic Personnel cannot have Student Jobs
  - No Student Jobs plus Limited to one offer letter
  - Undergraduate Students cannot have Academic Personnel or Staff Jobs
  - Only Graduate Students may hold other types of jobs; see FAQ
  - Staff cannot have Student Jobs
- Faculty Summer/Winter Positions FSW
  - Available for Summer Only; Use Variable
  - Available for Summer Only; Use Variable
- Instructor Summer - Not Pre-Collected Positions ACD
  - Not Available
  - Available for Summer Positions without Pre-Paid Benefits; Use NT/NC Acad
- Faculty and academic professionals hired in Summer to the end of the next semester/academic year
  - Use Regular and Designate ASU<# of payrolls>

### HRIS FULL/PART FIELD

- **Full-Time Employment**
  - 100 percent FTE (40 hours per week)
  - Less than 100 percent FTE
- **Part-Time Employment**
  - Less than 100 percent FTE
  - Must be hourly, variable jobs; exempt jobs must have PRN in title
- **PRN**
  - 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 1-4 = If not paid for 4 months, jobs will be auto-terminated. STU V = Job must reflect actual hiretermination 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 terminations of employment are 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
- Applicable ACD Chapter 730 Leaves of Absences Policies

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**NEW Arizona State University Employment Matrix**

**Beginning Fall 2014**

**OHR Benefits Design and Management (July 1, 2014)**