

Business Process Guide

Position Management Dependencies and Considerations

Contents

General Overview	3
Position fields.....	4
Empl Class	4
Job Code/Title	5
Effective Date.....	6
Effective Status	6
Action Reasons.....	6
Detailed (Working) Title.....	7
Standard Hours	7
Max Head Count	8
Budgeted Position/Budgeted FTE	8
Worker’s Comp Code	8
Department.....	8
Reports To.....	9
Full/Part time	9
Regular/Temporary.....	9
Location Code	10
Short Work Break.....	11
Benefit Record (BEN RCD).....	12
EFFECT ON BENEFITS, ACCRUALS AND RETIREMENT.....	13
CREATE OR CLONE A POSITION.....	13
EFFECT ON BENEFITS, ACCRUALS AND RETIREMENT	15
MODIFY A POSITION	15

General Overview

The processes to create and/or modify a position are relatively simple, easy-to-learn and follow. Knowing the effects each field selection may have is a little more complex. During the conversion from HRMS to PeopleSoft, we learned position is the “head” of the octopus in PeopleSoft. How the position number is set up will affect how an employee is paid and what benefits and retirement they are eligible for.

Besides Human Resources, departments across campus also will look at an employee’s position and may use it in the application of some of their processes. This guide will help you navigate through the different field selections on position and identify those things you should consider when you create and modify positions.

The print screen below shows the screen where position number information is entered by the department.

- Fields with the green check mark **affect benefits, retirement and/or pay**
- Fields highlighted in blue are defaulted (not selected independently) from the Job Code table with the exception of FTE, which is a calculated field based on Standard Hours.

ASU ARIZONA STATE UNIVERSITY Ishupe on ASUSAPRD 06/03/2010

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > ASU Customizations > ASU HCM Custom > ASU Position Management > Create/Mod

[New Window](#) | [Customize Page](#) | [Help](#)

Create/Modify Positions User: Ishupe

Create New or Modify Existing Position

Create New Position Modify Existing Position

Clone Existing Position or Create from Scratch

Clone from Existing Position Create from Scratch

Proposed Position Data

Position Number: **NEW** Status: Not Saved

Empl Class (BOR): **Service Professional**

Job Code: **191410** Coordinator PRN

Effective Date: **06/03/2010** Effective Status: Active

Action Reason:

Detailed Title (254 char): **Coordinator, Housing**

Position-Only Attributes

Standard Hours: **25.00** FTE per Head: **0.625000** Budgeted Position?

Max Head Count: **1** Budgeted FTE: **0.000** Fingerprint required?

EEO Job Group: **328** Coordinators

Workers' Comp Code: **8868** Low Exposure S

Position Attributes Affecting Job (No Job Data Overrides)

Company: ASU Arizona State University

Pay Group: **HRY** Hourly

Business Unit: **L0101** L - Student Initiatives

Department: **L0215** Residential Life

Sal Admin Plan: **SVPR** Service Professional

Salary Grade: **C** C

FLSA Status: Exempted

Reports-To Posn: **138984** HR Consultant

Position Attributes Affecting Job (May Override on Job Data)

Full/Part Time: **PRN** Reg/Temp: **ST Temp** [Explain](#)

Location Code: **TEMPE** Campus: Tempe

Position fields

Empl Class

Considerations include:

- Affects Benefits and Retirement ([see Benefit Record \[Ben Rcd\] info](#)) Employees are benefits eligible if they are on Regular or Long-term Temporary positions, with combined Standard Hours of 20 or more, and are not Student Workers or Grads.
- Determines Conditions of Employment
- Affects other university services/processes:
 - Parking
 - Email
 - Computer Accounts
 - Sun Card
 - ERE rate is based on Empl Class
 - Salary Planning/Budgeting

Once the Empl Class on the position has been selected, it **determines the job code** that can be selected. (After selecting the Empl Class, if the job code you are looking for does not show up in the pull-down, you have selected the wrong Empl Class.)

Job Code/Title

The job code will determine many of the position attributes. Please see the fields highlighted in blue in the print screen above. With the exception of the Detailed Title (Working Title) these attributes *cannot be changed*. They include:

- Pay Group:
 - ACD or A12
 - GRD
 - FSW
 - HRY
 - SAL
 - STU
- Salary Grade
- FLSA Status (Exempt or Non-exempt)

The following job codes have been created for special circumstances:

- **PRN – PRN job codes** were created for exempt job codes that need to be paid on an hourly basis instead of a salaried basis. An example would be a producer who works at KAET. A TV Producer may be brought in to work on a specific show. When the production is over, they will cease work until assigned to the next show. It is impossible to determine with any accuracy what the Standard Hours and salary would be for this type of position so the PRN positions were created to enable the position to be paid on an hourly basis. Standard hours should be set to 1.0 on the position as part of the set up of a PRN position.
- **FSC – FSC job codes** have been created for Faculty, academic professionals, and postdoctoral scholars with a fiscal-year appointment – employed to work 20 hours per week (50 percent FTE) or more for a continuous period of six or more months. These are typically a 12 month fiscal year positions as opposed to 9 month academic year positions. These employees are entitled to accrue vacation.
- **Post Doc 2008** – This classification was created for any Post Doc position with a start date greater than Jan. 1, 2008. The benefits for these employees are different (limited vacation and retirement benefits) than the benefits received under the Academic Professional Empl Class. Only Post Doc job titles ending in 2008 are eligible Post Doc job codes.
- **SUM/WTR** – The Summer/Winter job codes were created for Faculty and Academic Professional positions for the summer and winter sessions. SUM/WTR jobs are set up as ST Temp, non-benefits eligible and are separate jobs from their regular academic positions.

The Graduate job codes for Research Assistants/Associates and Teaching Assistants/Associates are also important in that Financial Services assesses departments tuition waiver fees for employees on these job codes based on FTE.

Effective Date

Considerations include:

- **Effective Date (when creating):** Remember to select the effective date to **match the action you are working on**. It is OK to backdate when *creating* a position number.
- **Effective Date (when modifying) affects Benefits.** When you make a change to a position number that will affect a **current** employee's pay or benefits, the effective date must be to be equal to the beginning of a pay period. ***Backdating is rarely an option in these cases.*** These modifications can change an employee's pay, benefits or retirement eligibility:
 1. Empl class
 2. Job Code
 3. Standard Hours (FTE)
 4. REG/Temp
- You will not be able to correct the **original** effective date on a position number. Please contact HR Data Management if it is necessary to modify the original effective date of a position number.

NOTE: Position change rows stack on top of each other by effective date just like job data rows do. If you go in today and make a position modification with an effective date of Jan. 11, 2010 and the position's most current row is dated Jan., 25, 2010, the new position modification with the effective date of January 11th will only be effective from the 11th through the 24th. The January 25th row will supersede (overwrite) the changes made with the effective date of January 11th as of January 25th and forward.

Effective Status

Position numbers cannot be deleted. This is not a change from HRMS. Position numbers can be modified though, making them usable for future jobs as opposed to creating new position numbers when needed. If it is determined that the department's current position numbers cannot be modified in a manner that the department needs to be used, then a position number can be made **Inactive**. Position numbers must be vacant before they can be inactivated.

There cannot be any account charges hitting against the position in current or future payrolls if a position number is to be inactivated (supplemental pays included and/or pay adjustments made to refund any previous deductions). If a position number has been inactivated and comes up on an error report generated during the payroll process, indicating that charges are being placed against that position number, HR Data Management will need to reactivate that position number.

Action Reasons

The Action Reason when creating a position will always be "New" and automatically entered by PeopleSoft. When **modifying** a position, please select the most appropriate Action Reason. These include:

Description	Action	Reason	HR Usage and Definition
Change in Reporting Structure	POS	RSC	Change in reporting relationship only
Demotion - Voluntary Reassign	POS	DVR	A change from one classification to another classification with a lower pay grade; not related to disciplinary action.
Department Change	POS	DPC	Change in department code
Job Re-Classification	POS	JRC	Position re-classified based on desk audit, title change, assigned grade (potentially), not associated with dept change or salary adjustment
Position Status Change	POS	STA	Change in position attributes (reg, temp, full, part, seasonal, active, inactive, etc) that will not impact the job class
Re-Organization/ Restructure	POS	REO	Change in reporting relationship due to re-org of dept/div

Can be used when making multiple updates.

Detailed (Working) Title

UTO and OHR can now support having more specific titles for employees. This means that someone who is a “Director” can now have their title updated to be “Director, Human Resources”. The **Working Title** is *not* the **Compensation Title**. The **Compensation Title** will remain the **Job Code Title** that is on the Position number and shown in PeopleSoft Job Data.

The **Working Title** should be used to provide clarification or more detail to the job code title as viewable on the Directory and in Outlook as well as presented as the title on business cards (as needed). There will be auditing to make sure that this remains valid (i.e.: **Administrative Assistant** job code title *cannot* be **Chief of Staff** working title).

- Working Titles cannot be more than 35-characters: If they are more than that, only the first 35 characters will be shown on Outlook or the Directory
- Working Titles should be an enhancement to the Job Code Title: a Specialist I could be Specialist I, Computer Services.
- Working Title Structure should be structured with the original Job Code title, specific information (i.e.: “Job Code Title, college of XX” = “Admin Assistant, OHR”). All Student Worker titles should be formatted as “SWI, *working title*,” “SWII, *Working Title*,” etc.
- Working Titles cannot be the actual job title of different job code.
- Ideally, each college would have a standard of how to represent their school and/or department through a business process within their Position Management teams
- Working Titles that do not follow the general guidelines will be reviewed by OHR Compensation/Classification.

Standard Hours

Standard Hours on a position should match what the employee is actually working per week as closely as possible. The position’s FTE is a calculated field based on the Standard Hours.

- **Affects Benefits and Retirement Eligibility** ([see Benefit Record \[Ben Rcd\] info](#))
Employees are benefits eligible if they are on Regular or Long-term Temporary positions, with combined Standard Hours of 20 or more, and are not Student Workers or Grads.
 - Modifying may add or drop benefits or retirement eligibility
 - Modifying may add, drop or change Sick and Vacation accrual rates
 - Modifying may affect the tuition fees assessed to departments for Grads

- Inaccurately stating standard hours on the position may result in a benefits eligible outcome from combined hours when actual worked hours are less (i.e. defaulting 19 standard hours for part time)
- **Affects Payroll**
A FICA process runs that looks at total hours and determines whether or not the employee's pay will be taxed. This primarily impacts employees with multiple jobs such as Student Workers.
- **Affects Reporting**
 - **Count of FTE** - If an employee has multiple jobs and the standard hours for each position are not a true reflection of the hours being worked by the employee, it can greatly inflate their total FTE rendering reports on university FTE inaccurate.
 - **Annual salary calculation** – Hourly employees will have their annual salary calculated by multiplying their hourly rate with their FTE. If their FTE is incorrect, their annual salary also will be incorrect and reports containing this information will then be incorrect.
- **Can affect Primary Job** - A 'Primary Job' process runs nightly that looks at annual salary. If an employee's annual salary is not calculated correctly, the employee's primary job may be incorrectly identified. Primary job affects where the employee's pay check will be sent, their working title as it appears in Outlook and the Directory, and is used in developing employee counts for reporting purposes.
- **Affects encumbering (filled positions) and the budget process.**

Max Head Count

- Indicates how many employees you expect to be on the position.

Budgeted Position/Budgeted FTE

- May be used for budgeting.

Worker's Comp Code

- This is defaulted from the Job Code; generally should not be changed UNLESS the working conditions of the position would be different (i.e., Office Specialist set at low exposure to risk actually works in a location which would increase the exposure to risk or hazards)

<u>Workers' Comp Code</u>	<u>Description</u>
7720	High Exposure
8868	Low Exposure
9101	Regular Exposure

Department

Some changes have been made to the Position Management front end so Financial Services can successfully run the distribution process on a confirmed payroll. The changes include:

- Changes to department codes on filled positions will be locked down for six business days between when the payroll process first begins (Thursday night) until the evening of the following Friday (payday) when the distribution process is complete.

This lockdown will happen only for department code changes with an effective date before or within the payroll currently being processed. During this period, departments can enter

department code changes on filled positions for a future payroll, vacant positions and new positions. If there is no department code change, a department can continue to submit position transactions. Once the distribution process has been confirmed, departments can enter department code changes on positions with an effective date for the recently distributed payroll.

- Funding:
 - Departments can no longer edit the department code field in Maintain Position Accounting. This field will reflect the department code on the position. When a new position number is created or a department code is modified on an existing position number, departments must go into the Maintain Position Accounting screen and hit the Submit button to have the position number show as funded.
 - **Departments can no longer make changes to account information on *filled* positions for previously distributed payrolls.**
- Security Access – Many of the security roles in PeopleSoft will be limited to the department code of the employee’s position.

Reports To

- Determines who can submit and approve actions in MSS
- Only “Reports To” modifications on filled position numbers are automatically processed by the system at this point in time. Reports To changes on position will show immediately upon submission; the employee job records will be updated overnight. All other position modifications are manually updated on the employee’s job record by the HR Data Management team.

Full/Part time

Definitions:

- FT = 40 Hours; designated as working no less than 2,080 hours per fiscal year (40 hours per week, 52 weeks); 1,560 hours per academic year (40 hours per week, 39 weeks); representing a 1.0 FTE
- PT = <40 hours
- PRN = a position that is established to provide additional staff on an as needed basis (PRN) due to unexpected staffing shortage to meet workload; typically paid at a premium hourly rate in recognition of the highly variable nature of the assignment; may be set up as a “pool” or “group” position to accommodate staffing needs. PRN positions should be set up either as ST Temp or Seasonal with standard hours of 1.0 and should never contribute the FTE towards becoming benefits eligible. (**PRN positions are paid on an hourly basis.**)

Regular/Temporary

- Affects Benefits and Retirement ([see Benefit Record \[Ben Rcd\] info](#)) Employees are benefits eligible if they are on Regular or Long Term Temporary positions, with combined Standard Hours of 20 or more, and are not Student Workers or Grads.
- Definitions:

- Regular – **6 months or more, no end date**, expected to continue; a position which is considered to be part of the established staff compliment; will be recurring from year to year – may be benefits eligible.
- Long-term Temp – **6 months to 2 years**; a position which is established to respond to a temporary increased workload due to additional short term project or special initiative needs which will extend 6 months or more, but not to exceed 2 years–may be benefits eligible.
- Short-term Temp–**less than 6 months**; a position which is established to respond to a temporary increased workload not to exceed 6 months in duration – Not Benefits eligible
- Seasonal – a position which recurs during high (or peak) work or volume needs typically associated with an established work schedule (can be either full or part time, as defined above); assignment will be of a short duration (not to exceed 5 consecutive months) and occurs during the same time periods from year to year; may be employed as either full or part time during the period in which they are required; Faculty/Grad type positions working only one semester a year may be coded as seasonal. – No Benefits eligible

Location Code

When creating/modifying positions select the most accurate location:

Location Code	Description
ASUCASHIER	ASU Cashiering Mailing Address
CHANDGILBT	Off-Campus: Chandler/Gilbert
DTPHX	Campus: Downtown Phoenix
GLENDALE	Off-Campus: Glendale
MESATEMPE	Off-Campus: Mesa/Tempe
ONLINE	Off-Campus: On-Line, TV, etc.
OTHEРАЗ	Off-Campus: Other AZ Locations
OTHERUS	Off-Campus: Other US Locations
OUTSIDEUS	Off-Campus: Outside US
PHOENIX	Off-Campus: Phoenix
POLY	Campus: Polytechnic
SCOTTSDALE	Off-Campus: Scottsdale
TEMPE	Campus: Tempe
WEST	Campus: West

Short Work Break

Position numbers with incumbent(s) may not be modified if the incumbent(s) job is not currently in an active payroll status AND if the modification will change benefits and retirement eligibility on the position in any way (including benefits such as Retirement, Long-term Disability and Workers Comp). If you need to make a position change on an employee job record which is not active, please process an action to make the job record active first; once the employee's job record is **showing as active in job data**, position changes can then be submitted. Changes submitted for an employee's job on Short Work Break (SWB), which affect benefits, will be returned to the department by Position Data Management requesting that they wait until the employee's job has been made active.

Here is an example of a job record in Short Work Break:

ASU ARIZONA STATE UNIVERSITY Ishupe on ASUSAPRD 06/03/2010

Favorites | Main Menu > Workforce Administration > Job Information > Job Data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

EMP ID: [REDACTED] Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status: Active **Payroll Status: Short Work Break**

*Effective Date: 05/17/2010 Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Short Work Break Auto Job Hold - No Pay w Ben

Last Start Date: 08/16/2005 Termination Date: End Job Automatically

Expected Job End Date: Override Last Date Worked

Last Date Worked: 05/16/2010 Expected Return Date:

Position Number: 115983 Professor Position Entry Date: 08/16/2005

Regulatory Region: USA United States

Company: ASU Arizona State University

Business Unit: B0101 B - Provost Tempe

Department: B1716001 School of Math & Stat Sciences Department Entry Date: 08/16/2005

Location: TEMPE Campus: Tempe

Establishment ID: ASU00 Arizona State University

Date Created: 05/19/2010

Example of employee job record renewed and now Active:

ASU ARIZONA STATE UNIVERSITY Ishupe on ASUSAPRD 06/03/2010

Favorites | Main Menu > Workforce Administration > Job Information > Job Data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

EMP ID: [REDACTED] Empl Rcd #: 3

Work Location Find First 1 of 1 Last

HR Status: Active **Payroll Status: Active**

*Effective Date: 05/31/2010 Sequence: 0 *Job Indicator: Not Applicable

Action / Reason: Return from Work Break Employee Renewal

Last Start Date: 07/06/2009 Termination Date: End Job Automatically

Expected Job End Date: 06/27/2010 Position Management Record

Position Number: 144847 SUM/WTR Faculty Teaching Position Entry Date: 07/06/2009

Regulatory Region: USA United States

Company: ASU Arizona State University

Business Unit: B0101 B - Provost Tempe

Department: B1716001 School of Math & Stat Sciences Department Entry Date: 07/06/2009

Location: TEMPE Campus: Tempe

Establishment ID: ASU00 Arizona State University

Date Created: 06/02/2010

Benefit Record (BEN RCD)

The Benefit Record (BEN RCD) field will indicate if an employee may be benefits eligible; it is determined by the employee classification, the standard hours of the position(s) and the Reg/Temp fields. It **cannot** be changed once it has been **set** on a position number (or on a job record).

Employees may be benefits eligible if they have a combined FTE of .5 or greater. Not all employee classes are eligible for benefits; FTEs are only aggregated within certain employee classes and not within other classes. Likewise, an employee's compensation contributes to benefits only within certain employee classes.

PeopleSoft has been configured to use the following benefit records:

- 0** = Regular or long term temp employee who is not a student, graduate, or PSPRS.
- 1** = Seasonal or short term temp employee who is not a student, graduate, or PSPRS.
- 2** = Certified Peace Officer participating in Public Safety Personnel Retirement System (PSPRS)
- 3** = Student or Graduate

With the multiple benefit record numbers, the system correctly computes benefits and retirement eligibility, coverage levels, benefits deductions, and leave accruals when an employee has multiple jobs across multiple employee classes. It is common at ASU for a single employee to have multiple jobs across multiple employee classes.

The result of changing an employee's benefit record number would be a disconnection to all of the benefit records since all benefit enrollments are tied to the benefit record number.

BEN RCD	Description	Benefits Eligible
0 =	Regular or long term temp employee who is not a student, graduate, or PSPRS.	If an employee is in BEN RCD 0, AND has one or more job records with a combined standard hours of 20 or more, the employee will be benefits eligible.
1 =	Seasonal or short term temp employee who is not a student, graduate, or PSPRS.	Not Benefits Eligible
2 =	Certified Peace Officer participating in Public Safety Personnel Retirement System (PSPRS)	If an employee is in BEN RCD 2, AND has one or more job records with a combined standard hours of 20 or more, the employee will be benefits eligible.
3 =	Student or Graduate	Not Benefits Eligible

EFFECT ON BENEFITS, ACCRUALS AND RETIREMENT

CREATE OR CLONE A POSITION

Field	If Employee Is	Effect	Comments
Empl Class (BOR)	DOC	Ineligible for Retirement	Must match Classification assigned by Compensation Office in the Job Code
	STU, GRA	Ineligible for Health & Welfare Benefits	
Effective Date		Determines when benefits, accruals and retirement may begin for eligible positions.	Must be equal to or prior to the hire date for any employee in this position
Job Code		Defaults key information which is directly related to benefits and retirement eligibility (ex: Officer Code, Empl Class, Pay group)	Already assigned by Compensation Office – sets default Pay Group and exempt status
Detailed Title		None	Will default by Job Code
Standard Hours When: <ul style="list-style-type: none"> •Regular or Long-Term Temp • One job only 	<ul style="list-style-type: none"> •Classified, Administrative, Service Professional, Faculty w/ Admin Appointment, Academic Professional, Academic Professional w/ Admin Appointment 	Must be 20 hours or greater to be benefits, vacation and sick accrual & retirement eligible.	
	Faculty	Must be 20 hours or greater to be benefits & retirement eligible; will accrue sick	
	Faculty, FSC	Must be 20 hours or greater to be benefits & retirement eligible; will accrue sick and vacation	
	Post-Doctoral Scholar (academic)	Must be 20 hours or greater to be benefits & sick accrual eligible.	
	Post Doctoral Scholar, FSC (fiscal appointment)	Must be 20 hours or greater to be benefits & vacation & sick accrual eligible.	
<ul style="list-style-type: none"> •Regular or Long-Term Temp •More than one job 	<ul style="list-style-type: none"> •Classified, Administrative, Service Professional, Faculty w/ Admin Appointment, Academic Professional, Academic Professional w/ Admin Appointment 	Any number of hours could make benefits, accrual & retirement eligible when combined total is 20 hours or greater.	Hours from all jobs are added together to determine eligibility. Separately, each job could be ineligible (i.e.

	Faculty	Any number of hours could make benefits & retirement eligible when combined total is 20 hours or greater.	Classified @ 15 hours and Faculty @ 15 hours) but together, the employee does become eligible.
	Post Doctoral Scholar (academic)	Any number of hours could make benefits & sick accrual eligible when combined total is 20 hours or greater.	
	Post Doctoral Scholar FSC (fiscal appointment)	Any number of hours could make benefits & vacation & sick accrual eligible when combined total is 20 hours or greater.	
	Graduate	Not eligible for HR benefits or accruals. (May become eligible for retirement if they pay FICA and are not FT Students)	
	Student		
Workers' Comp Code			Defaults from Job Code
Department		No effect	
Reports-To Posn		No effect	
Full/Part Time		No effect	Full Time = 40 hours Part Time ≤ 39 hours
Reg/Temp	Regular or Long-Term Temp	Will be benefit, accrual & retirement eligible if hours add up to 20 hours/week or more.	Partly determines the Ben Rcd
	Short-Term Temp or Seasonal	Not eligible for benefits or accrual. Will be retirement eligible if employee in position works 20 hours/week for 20/wks in a fiscal year.	Partly determines the Ben Rcd
Location Code		No effect	

EFFECT ON BENEFITS, ACCRUALS AND RETIREMENT

MODIFY A POSITION

If You Change	If Employee Is	Effect	Comments
Empl Class, only			System will not allow
Job Code, only		A change from Exempt to Non-Exempt, or vice versa, will change the base hours used for accruals.	This action will also change the Job Code for any other employee sharing the same position number. Therefore, a new position should be created for employee with different attributes
Empl Class w/ corresponding new Job Code	Regular or Long-Term Temp	Could make benefits eligible or cancel benefits; could make eligible for accrual or cancel accruals; could change vacation accrual rate. A change from Classified Staff to any other Empl Class WILL affect retirement.	This action will also change the Empl Class and Job Code for any other employee sharing the same position number. Therefore, a new position should be created for employee with different attributes
	Short-Term Temp or Seasonal	No effect	
Effective Date		Determines when benefits, accruals and retirement may begin for eligible positions.	MUST be the first day of a pay period if there will be a benefit, accrual or retirement effect.
Action Reason		No effect	
Detailed Title			Defaults from Job Code
Standard Hours	<ul style="list-style-type: none"> • Regular or Long-Term Temp • Active Status • One job only 	To less than 20, will cancel benefits & accruals & could cancel retirement To 20 or greater, will make benefits, accrual & retirement eligible	This action will also change the hours for any other employee sharing the same position number.
	<ul style="list-style-type: none"> • Regular or Long-Term Temp 	Decreasing by any number of hours could cancel benefits, accruals &	Therefore, a new position should be created for employee

	<ul style="list-style-type: none"> • Active Status • More than one job 	retirement when combined total falls below 20 hours. Increasing by any number of hours could make benefits, accrual & retirement eligible when combined total is 20 hours or greater.	with different attributes Hours from within the same Ben Rcd are added together to determine eligibility.
	<ul style="list-style-type: none"> • Regular or Long-Term Temp • On SWB or any Leave of Absence (Paid or Unpaid) SWB 		Must NOT change hours if on SWB or any Leave of Absence
	Short-Term Temp or Seasonal	No effect	
	Workers' Comp Code		
Department		No effect	
Reports-To Posn		No effect	
Full/Part Time		No effect	Full Time = 40 hours Part Time ≤ 39 hours
Reg/Temp			System will not allow a change from benefits eligible to non-benefits eligible or vice versa. (Ben Rcd) A new position should be created.
Location Code		No effect	