

Employee Coding - Less Than Full-Time

Staff - Non Faculty

| Hours per Week | 20 - 29 per week on average over 12 months | | Less than 20 hours per week on average over 12 months | | | |
|-----------------------------------|---|---|---|---|--|---|
| Employment Type | Regular (Permanent) | Regular (Permanent) | Regular (Permanent) | | Temporary | |
| Long Description | Classification title assigned by HR | Classification title assigned by HR | Permanent part-time non-benefited staff monthly | Permanent part-time non-benefited staff bi-weekly | Temporary part-time non-benefited staff monthly for a specific time period; employment end date set at time of hire. | Temporary part-time non-benefited staff bi-weekly |
| Short Description | Classification title assigned by HR | Classification title assigned by HR | Perm PTNBMO | Perm PTNBBW | Temp PTNBMO | Temp PTNBBW |
| Pay Group | 54A | 54H | 54L | 54C | 54L | 54C |
| PeopleSoft Account Code | 521000 | 522000 | 525000 | 525000 | 525000 | 525000 |
| Benefits Eligible | Partial - Retirement, Pro-rated leave accrual, no health & life | Partial - Retirement, Pro-rated leave accrual, no health & life | No | No | No | No |
| Pay Frequency | Monthly | Hourly | Monthly | Hourly | Monthly | Hourly |
| FLSA Status | Exempt | Non-Exempt | Exempt - based on job requirements and earn at least \$455/wk | Non-Exempt - based on job requirements and earn less than \$455/wk | Exempt - based on job requirements and earn at least \$455/wk | Non-Exempt - based on job requirements and earn less than \$455/wk |
| Hours per week | 20-29 on average over 12 months | 20-29 on average over 12 months | 19 or less on average over 12 months | 19 or less on average over 12 months | 19 or less on average over 12 months | 19 or less on average over 12 months |
| ACA rules - Tracking Requirements | Mandatory tracking of hours is required for all employees in this category. | Mandatory tracking of hours is required for all employees in this category. | Mandatory tracking of hours is required for all employees in this category. | Mandatory tracking of hours is required for all employees in this category. | Mandatory tracking of hours is required for all employees in this category. | Mandatory tracking of hours is required for all employees in this category. |
| ACA Rules - Break in Service | | | No break in service requirement | No break in service requirement | After 1,300 hours, must have a break in service for 26 consecutive weeks | After 1,300 hours, must have a break in service for 26 consecutive weeks |
| USG/ACA Rules - Maximum Hours | | | May not work more than 1,300 hours in a 12 month period. | May not work more than 1,300 hours in a 12 month period. | May not work more than 1,300 hours in a 12 month period. | May not work more than 1,300 hours in a 12 month period. |
| Student Employment | | | Category not available for student employees | Category not available for student employees | Category not available for student employees | Category not available for student employees |

10/6/14