

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