

Employee Types and Definitions

Spaces that allow employee assignments will give you the option to **Add Employee** when updating an allocation. Before adding an employee, you must choose one of the employee types from the list.

Most commonly, you will pick FACSTAFF and enter the assigned employee's name or netID, though several other codes exist for other employee types.

The screenshot shows a software interface with a 'Details' section on the left and an 'Add Employee' dropdown menu on the right. The 'Details' section includes fields for 'Space Use Code' (310.00 - OFFICE), 'Function Code' (100% 6.1 - GENERAL (NON-ACADEMIC) ADMINISTRATION), 'Assignment', 'Dept: INSTITUTIONAL SPACE PLANNING MANAGEMENT - MAU: PROVOST', and 'Allocations'. Below this is a table with columns for 'Department' and 'Employee'. The 'Department' column shows '100 % INSTITUTIONAL SPACE PLANNING MANAGEMENT'. The 'Employee' column has a button labeled '+ ADD EMPLOYEE' which is circled in red. A green box highlights the 'Add Employee' dropdown menu, which lists various employee types: EMERITUS - FACULTY EMERITUS, FACSTAFF - FACULTY OR STAFF, GRAD - GRADUATE ASSISTANT EMPLOYEE, NONMSU - EXTERNAL EMPLOYEES, STUDENT - STUDENT EMPLOYEE, TEMP - TEMP ONCALL EMPLOYEE, TOUCHDOWN - EMPLOYEE USES SPACE FOR HYBRID WORK, TRANSITION - FACULTY OR STAFF IN TRANSITION, VACANT - VACANT OR NO ONE IN LOCATION, and VISITING - VISITING SCHOLAR. At the bottom right of the interface are 'ADD' and 'CANCEL' buttons.

FACSTAFF Faculty or Staff

Every workspace that is occupied by an MSU faculty or staff will use this code. You are required to enter an employee name when selecting FACSTAFF.

GRAD Graduate Assistant Employee

Used to specify graduate assistant employees. Entering the graduate assistant's name will be optional. Users will also have the option of entering in the Principal Investigator (PI) that the graduate assistant is working with.

STUDENT Student Employee

Used to specify student employees. Entering the student's name will be optional.

TOUCHDOWN Touchdown Space

This code is used in office spaces that are not assigned to specific employees but are open and available on an as-needed basis to roaming staff who do not have access to a dedicated workstation.

EMERITUS Faculty Emeritus

Used to specify retired faculty who are active and require a workstation.

TEMP Temporary On-Call Employee

Used to specify workstations for temporary employees who are hired for brief and defined periods of time.

VISITING Visiting Scholar

Used to specify a visiting scholar in a workstation.

VACANT Vacant or No One in Location

Used when there are vacant workstations. If a space will be unoccupied for more than 90 days, the function should also be coded as 13.0 Unoccupied Space.

NONMSU External Employees

Used to specify permanent non-MSU employees that do not have a netID that have workstations

TRANSITION Faculty or Staff in Transition

Used when there is an undetermined employee for the space at the time of inventory. The space may be transitioning between employees at the time of inventory or is vacant but will be occupied within 90 days. This is intended to be a temporary placeholder and used infrequently.

