

Instructions for Completing the Certificated Employee Work Schedule

All regular, 12-month faculty should use one of the two PDF work calendars available for the appropriate academic year. Both work calendars are fillable and will calculate required days/hours (depending upon the calendar used) in addition to totaling the days/hours worked for each month and the total days/hours worked for the entire academic year.

Some browsers, such as Mozilla Firefox, are not compatible with fillable PDF forms. If the totals aren't calculated when completing the work calendar directly on the website, please try another browser (such as Internet Explorer) or save the calendar as a PDF file and complete it in Adobe Acrobat. If using Google Chrome, when opening the calendar you may need to select the option "Open with System Viewer" in order to make changes.

General Directions

At the top of each schedule, employees should input their information: workload (in decimal format, such as "0.75"), schedule type (ex: Part-Time), name, campus, and employee ID number. Once the workload (FTE) is entered, the calendar will calculate how many days/hours are required, assuming the employee works the entire year. Once the calendar is complete, the required days/hours should match the total days/hours at the bottom of the work calendar.

Please note that the required days/hours <u>do not</u> apply to those working a partial work year due to retirement, a Long-Term Temporary (L.T.T) assignment, etc. If an employee works for only one semester, it should be based upon 87 work days for those with full-time schedules (half of 174 days) or pro-rated. For example, if an L.T.T. with an 85% workload works in the fall, their total days should be 73.95 (87 x 0.85).

Once the calendar is complete, employees should sign and date the top signature line ("Employee") and provide their calendar to their area manager for approval. The hiring manager should sign and date the second signature line ("Supervisor") and route to the appropriate administrative office at their campus/location. The administrative office will forward the signed/approved calendar(s) to Human Resources where they will be added to the employee's personnel file.

Examples of completed calendars are on pages 3-6. Please contact the Human Resources Specialist for Full-Time Faculty at 916-568-3109 if there are any questions.

Certificated Employee Work Schedule (12 Month) Based on 174 Days (at 7.5 Hours)

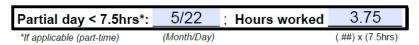
This calendar will be used by most regular, 12-month faculty and is intended for those who work the required 7.5 hours every work day. "Full-time" are those that work 1.0 FTE as part of their regular, 12-month position (174 days per year). "Part-Time Schedule" are those that work less than 1.0 FTE as part of their regular, 12-month position due to a reduced workload (i.e. split assignment, participation in the Pre-Retirement Reduced Workload Program, etc.)

Instructions:

- 1. Select the days that will be worked within each month by clicking on the desired date. An "X" will appear, which represents a 7.5 hour workday. If a day is selected in error, it cannot be deselected. To make changes to work days within a given month, select the blue "Reset" button, which will clear all work days for that month.
- 2. The total days worked will be automatically totaled under each month.
- 3. Once all days are entered, the "Total Days Worked" (above the signature area) should match the "Required Days" at the top of the page (with the exception of those working less than a full work year).
 - a. For some part-time schedule faculty the "Required Day(s)" will not be a whole number. When this occurs, please complete the "Partial Day" box toward the bottom of the work calendar to account for the partial work day. For example, a workload of 75% requires 130.5 work days for the academic year, so 0.5 days must be accounted for:

Workload: 75% (FTE)	☐ Full-Time ✓ Part-Time	Schedule (< 1.0 FTE)
Required Day(s)*: 130.5	*If "Required Day(s)" are not automatically calculated	after entering workload (FTE), download form and
	complete in Adobe Acrobat.	
	Part-Time Employees: If "Required Day(s)" is not a w	hole number, complete "Partial day" box (below)

b. Complete the calendar by selecting 130 days. Then, in the "Partial day" box indicate the date when the partial day will be worked and how many hours will be worked by multiplying the remaining decimal amount by 7.5 (hours in a work day). In this case, the 0.5 days multiplied by 7.5 is 3.75 hours:



<u>Certificated Employee Work Schedule (12 Month) Based on Hours</u>

This calendar is intended for regular, 12-month faculty who do not work the typical 7.5 hours every work day. "Part-Time Schedule" are those that work less than 1.0 FTE as part of their regular, 12-month position due to a reduced workload (i.e. split assignment, participation in the Pre-Retirement Reduced Workload Program, etc.). "Alternate Schedule" are full-time faculty whose manager has approved them to work less hours/more days or more hours/less days while still fulfilling the required 1,305 hours in the work year.

Instructions:

- 1. For each work day, input the total hours to be worked. Entries can be deleted if a mistake is made.
- 2. The hours will be automatically totaled under each month.
- 3. Once the hours worked for each day have been entered, the "Total Hours Worked" (above the signature area) should match the "Required Hours" at the top of the page (with the exception of those working less than a full work year).





Certificated Employee Work Schedule (12 Month) Based on 174 Days (at 7.5 Hours) - Fiscal Year 2021-2022



Workload: 100% (FTE) Required Day(s)*: 174	*If "Required Day(s)" are not automatically cal complete in Adobe Acrobat. Part-Time Employees: If "Required Day(s)" is	s not a whole number, complete "	FTE), download form and
Name Name (Last, First)	Campus FLC	Empl ID	0000000
NOTE: Once a date has been selected it cannot be	e deselected. To make changes to the wor	rk days in a given month, sele	ect the "Reset" button.
JULY	AUGUST	SEPT	EMBER Reset
S M T W T F S	S M T W T F S	1	N T F S
1 2 3	1 2 3 4 5 6 7 8 9 7 10 11 12 13 14	5 6 7 / 8	2 3 4
11 12 13 14 15 16 17	15 18 17 18 19 20 21	12 13 14 15	16 17 18
18 19 20 21 22 23 24	22 23 24 25 26 27 28	19 20 21 22	23 24 25
25 26 27 28 29 30 31	29 30 31	26 27 28 29	× 30×
Days Worked: 2	Days Worked: 22	Days Worked	d: 18
OCTOBER Reset	NOVEMBER Reset	1	EMBER Reset
S M T W T F S	S M T W T F S	S M T	N T F S
3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8	9 10 11
10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15	16 17 18
17 18 19 20 21 22 23 24 25 26 27 28 29 30	21 22 23 24 25 26 27 28 29 30 7	19 20 21 22 26 27 28 29	23 24 25
31			5.
Days Worked: 17	Days Worked: 13	Days Worked	d: 12
Bays Worked. 17	Days Worked. 15	Bays Worker	. 12
JANUARY	FEBRUARY	I MA	ARCH
S M T W T F S	S M T W T F S	1	W T F S
1	1 2 3 4 5 6 7 8 9 10 11 12	1 × 2 >	3 X 4 X 5
9 10 11 12 13 14 15	13 14 15 16 17 18 19	13 14 15 16	17 18 19
16 17 18 19 20 21 22	20 21 22 23 24 25 26	20 21 22 23	24 25 26
23 24 25 26 27 28 29	27 28	27 28 29 30	31
30 31			
Days Worked: 17	Days Worked: 17	Days Worked	ı: 19
		ī	
APRIL Reset S M T W T F S	MAY Reset S M T W T F S	1 1 1 1 1	JNE Reset W T F S
1×2	1 $2 \times 3 \times 4 \times 5 \times 5 \times 7$	1)	\times $^{2}\times$ $^{3}\times$ 4
3 4 5 6 7 7 8 9	8 9 10 17 12 13 14	5 6 7 8	9 10 11
10 11 12 13 14 15 16 17 18 19 20 21 22 23	15 10 17 18 19 20 21 22 23 24 25 26 27 28	12 13 14 15 19 20 21 22	16 17 18 23 24 25
24 25 26 27 28 29 30	29 30 31	26 27 28 29	30
Days Worked: 13	Days Worked: 21	Days Worked	1: 3
Total Days (7.5hrs) Worked: 174	Partial day < 7.5hrs*: _	; Hours wor	
	*If applicable (part-time)	(Month/Day)	(.##) x (7.5hrs)
Signature: Employee Signature: Employee	uture vee	Date: 04/15/2021	
Signature: Manager's Signature		Date: 04/19/2021	

Supervisor





Certificated Employee Work Schedule (12 Month) Based on 174 Days (at 7.5 Hours) - Fiscal Year 2021-2022



Workload: 85% (FTE) Required Day(s)*: 147.9	*If "Required Day(s)" are not automatically cal complete in Adobe Acrobat.	E-Time Schedule (< 1.0 FTE) Iculated after entering workload (FTE), download form and a not a whole number, complete "Partial day" box (below)
Name Name	Campus ARC	Empl ID0000000
(Last, First) NOTE: Once a date has been selected it cannot b	a danalacted. To make changes to the war	dy days in a given month, select the "Deset" button
JULY Roset S M T W T F S	AUGUST Reset S M T W T F S	SEPTEMBER Reset
1 2 3	1 2 3 4 5 6 7	1 2 3 4
4 5 6 7 8 9 10 11 12 13 14 15 16 17	8 9 10 11 12 13 14 15 16 17 18 19 20 21	5 6 7 8 9 10 11 12 13 14 15 16 17 18
18 19 20 21 22 23 24	22 23 24 25 26 27 28	19 20 21 22 23 24 25
25 28 29 30 31	29 30 31	26 27 28 29 30
Days Worked: 4	Days Worked: 22	Days Worked: 14
OCTOBER Reset	NOVEMBER Reset	DECEMBER Reset S M T W T F S
1 2	1 2 3 4 5 6	1 × 2 × 3 × 4
3 4 5 6 7 8 9 10 11 12 13 14 15 16	7 8 9 10 11 12 13 14 15 16 17 18 19 20	5 6 7 8 9 10 11 12 13 14 15 16 17 18
	14 15 16 17 18 19 20 21 22 23 24 25 26 2 7	19 20 21 22 23 24 25
24 25 26 27 28 29 30	28 29 30	26 27 28 29 30 31
31		
Days Worked: 16	Days Worked: 13	Days Worked: 8
JANUARY Reset S M T W T F S	FEBRUARY Roset S M T W T F S	MARCH Reset
3 141 1 44 1 1 3	1 2 3 4 5	1 × 2 × 3 4 5
2 3 4 5 6 7 8 9 10 11 12 13 14 15	6 7 8 9 10 11 12 13 14 15 16 17 18 19	6 7 8 9 10 11 12 13 14 15 16 17 18 19
16 17 18 19 20 21 22	20 21 22 23 24 25 26	20 21 22 23 24 25 26
23 24 25 26 27 28 29	27 28	27 28 29 30 31
30 31		
Days Worked: 18	Days Worked: 15	Days Worked: 11
APRIL Reset	MAY Reset S M T W T F S	JUNE Roset S M T W T F S
1 2	$1 2 \times 3 \times 4 \times 5 \times 6 \times 7$	1 2 3 4
3 4 5 6 7 8 9 10 11 12 13 14 15 16	8 9 10 11 12 13 14 15 10 17 18 19 20 21	5 6 7 8 9 10 11 12 13 14 15 16 17 18
17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
24 25 26 27 28 29 30	29 30 31	26 27 28 29 30
Days Worked: 12	Days Worked: 14	Days Worked: 0
Total Days (7.5hrs) Worked: 147	Partial day < 7 5hro*:	5/20 : Hours worked 6.75
Total Days (7.5hrs) Worked: 147	Partial day < 7.5hrs*: *If applicable (part-time)	5/20; Hours worked 6.75 (Month/Day) (.##) x (7.5hrs)
Signature: Employee Signa Emplo	ture	Date: 04/15/2021
Signature: Manager's Signature	?	Date: 04/19/2021

Supervisor





Certificated Employee Work Schedule (12 Month) Based on Hour(s)- Fiscal Year 2021-2022



Workload Required	d Hou	rs*:_	652											✓	_] Al1	ternat	te Scl	hedul	ule (< e (1.0) FTE	Ξ)
*"Required Name)" shou me	ıld not				omatica	ally cald		after o		sg work		FTE), d		oad for mpl			ete in <i>i</i>		
				(Las	t, Firs	st)															
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		СТОВЕ				1			NO	VEMB	ED						DE	CEME	2ED		
10 11 18.75 24 25.75	53.75 13.75 13.75 23.75	% 63.75 13.75 23.75 23.75	73.75 13.75 23.75 23.75	F 1 8 15 22 29	S 2 9 116 23 30		7 14 21 28	²² ² 3.75	T 23.75 3.75 3.75 13.75 23 30.75	3.75 3.75 3.75 3.75 24	T 43.75 11 18.75 25	F 5 12 12 26	S 8 13 20 27		5 12 19 26	%3.75 13.75 20 27	73.75 13.75 21 28	¹ 3.75 ²²	T 23.75 3.75 3.75 13.75 23 30	¹⁸ .75	S 4 11 18 25
	Hours	s: 56	.25						Hour	s: 41	.25						Hour	rs: 48	3.75		
						1				DDIIA	DV			1				MADO			
S M	T	W	Т	F	S		S	М	Т	BRUA W	T	F	S		s	М	Т	MARC W	Т	F	s
16 17	43.75 13.75 13.75 13.75 25.75 Hour	13.75 13.75 23.75	² 3.75 ² 3.75	¹ 3.75 ² 3.75	1 8 15 22 29		6 13 20 27	¹ 3.75 ²¹ ²⁸ 3.75	83.75 13.75 23.75	⁹ 3.75	13.75 13.75 23.75	⁴ 3.75 ¹ 3.75 ¹⁸ ²⁵	12 19 26		6 13 20 27	73.75 13.75 23.75 23.75	3.75 3.75 5.75 23.75 23.75 Houl	² 3.75 ³ 3.75 ¹ 3.75 ² 3.75 ³ 3.75 rs: 7	¹³ .75 ¹³ .75 ² 3.75 ³ 3.75	11 18 25	12 19 26
		APRIL				1				MAY								JUNE	=		
10 11 17 3 .75 24 2 5.75	\$3.75 12 \$3.75 23.75 Hours	%3.75 13 23.75 23.75	² 3.75 ² 3.75	15 23.75	9 16 23 30		\$ 1 8 15 22 29	²³ .75	² 3.75 ³ 3.75	W ⁴ 3.75 ¹ 3.75 ¹ 3.75	¹³ .75 ² 3.75	¹ 3.75 ² 3.75	7 14 21 28		5 12 19 26	M 6 13 20 27	7 14 21 28 Hour	W	7 23.75 9 16 23 30	F 3 10 17 24	\$ 4 11 18 25
Total Lie)	Morte	od.	GEC) 50	_															
Signature:	En	ıρl	oyı	ee S		, ,		2						Date:							





Certificated Employee Work Schedule (12 Month) Based on Hour(s)- Fiscal Year 2021-2022



Workload: 100% (FTE) Required Hours*: 1305			chedule (< 1.0 FTE) nedule (1.0 FTE)					
*"Required Hour(s)" should not be zero. If not aut	omatically calculated after entering workload (l	FTE), download form and	complete in Adobe Acrobat					
Name Name	campus CRC	Empl ID	0000000					
(Last, First)								
JULY	AUGUST	SE	PTEMBER					
S M T W T F S	S M T W T F S	S M T	W T F S					
4 5 6 7 8 9 10	1	⁵ 6 76.00	¹ 6.00 ² 6.00 ³ 6.00 ⁴ ⁸ 6.00 ⁹ 6.00 ¹ 6.00 ¹¹					
11 16.00 16.00 16.00 16.00 16.00 17	15 16.00 16.00 16.00 16.00 23.00 21		16.00 16.00 16.00 18					
¹⁸ ¹ 6.00 ² 6.00 ² 6.00 ² 6.00 ² 6.00 ²⁴	²² ² 6.00 ² 6.00 ² 6.00 ² 6.00 ² 8	19 20 21 6.00	² 6.00 ² 6.00 ² 6.00 ²⁵					
²⁵ ² 6.00 ² 6.00 ² 6.00 ³ 6.00 ³ 1	²⁹ ³ 6.00 ³ 6.00	26 27 28	29 30					
Hours: 90,00	Hours: 129.00	Hour	rs: 90.00					
Hours. 90.00	Hours. 129.00	Hour	s. 90.00					
OCTOBER	NOVEMBER	l ne	ECEMBER					
S M T W T F S	S M T W T F S	S M T	W T F S					
¹ 6.00 ²	¹ 6.00 ² 6.00 ³ 6.00 ⁴ 6.00 ⁵ 6.00 ⁶		¹ 6.00 ² 6.00 ³ 6.00 ⁴					
3 46.00 66.00 6.00 6.00 6.00 7	7		86.00 96.00 16.00 11 15.00 18.00 17.00 18					
10 16.00 16.00 16.00 16.00 16.00 16 17 16.00 16.00 16.00 16.00 16.00 16.00 16	14	19 20 21	15.00 16.00 18 22 23 24 25					
²⁴ ²⁵ ² 6.00 ² 6.00 ² 6.00 ³⁰	²⁸ ² 6.00 ³ 6.00	26 27 28	29 30 31					
31								
Hours: 120.00	Hours: 90.00	Hour	rs: 78.00					
JANUARY	FEBRUARY		MARCH					
S M T W T F S	S M T W T F S 16.00 26.00 36.00 46.00 5	S M T	W T F S 26.00 36.00 46.00 5					
² 6.00 6.00 6.00 76.00 8	⁶ 76.00 86.00 96.00 16.00 16.00 12	⁶ ⁷ 6.00 ⁸ 6.00	⁹ 6.00 ¹ 6.00 ¹ 6.00 ¹²					
9 8.00 8.00 8.00 8.00 8.00 15 15 16 16 16 16 16 16 16 16 16 16 16 16 16	13 16.00 16.00 16.00 16.00 18 19		16.00 16.00 16.00 19					
16 17 18.00 18.00 18.00 18.00 26.00 22 22 23 26.00 26.00 26.00 26.00 28.00 29	20 21 26 .00 26 .00 26 .00 26 .00 26	²⁰ ²⁶ 6.00 ²⁶ 6.00 ²⁷ ²⁸ 6.00 ²⁶ 6.00						
30 36.00 8.00 8.00 8.00 8.00	6.00	6.00 6.00	6.00 6.00					
Hours: 114.00	Hours: 108.00	Hou	rs: 132.00					
			.02.00					
APRIL	MAY		JUNE					
S M T W T F S	S M T W T F S	S M T	W T F S					
\$\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	6.00 6.00 6.00 6.00 6.00 6.00 6.00 6.00	5 6 00 7 00	6.00 6.00 6.00 11 11 11 11 11 11 11 11 11 11 11 11 1					
10 11 12 13 14 15 16	6.00 6.00 6.00 6.00 6.00 6.00 14 6.00 15 6.00 14 6.00 15 6.00 16 6.00		16.00 16.00 16.00 18					
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²⁴ ² 6.00 ² 6.00 ² 6.00 ² 6.00 ³⁰	²⁹ ³⁰ ³¹ 6.00	²⁶ 27.00 28.00	² 6.00 ³ 6.00					
			100.00					
Hours: 96.00	Hours: 126.00	Hour	s: 132.00					
Total Hours Worked: 1,305.00								
Signature: Employee Signa Employ	ture	Date: 04/15/2021						
Employ	ee							
Signature: Man ! Of		Date: 04/19/2021						
Signature: <u>Manager's Signatur</u> Supervi	sor	Date.						