

## **Instructions for Completing the Non-Instructional Faculty Work Schedule Based on Hours**

All regular, 12-month faculty will complete a work calendar available for the appropriate year. This work calendar is intended for regular 12-month faculty working 1.0 FTE who do not work the typical 7.5 hours every workday.

A “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.

The work calendars are fillable and will calculate required hours in addition to totaling the hours worked for each month and the total hours worked for the entire academic year.

### **Directions:**

Some browsers are not compatible with fillable PDF forms. If the totals aren’t calculated when completing the work calendar directly on the website, please save the calendar as a PDF file and complete it in Adobe Acrobat.

### **Completing the Calendar and Routing for Signatures**

1. Enter the workload (in decimal format, such as “0.75”), Once the workload (FTE) is entered, the calendar will calculate how many hours are required, assuming the employee works the entire year.
2. Select schedule type (ex: Part-Time)
3. Complete name, campus, and employee ID number.
4. For each workday, input the total hours to be worked. The hours will be automatically totaled under each month. “Total Hours Worked” (above the signature area) should match the “Required Hours” at the top of the page (except for those working less than a full work year).
5. Once the calendar is complete, employees sign and date the top signature line (“Employee”) and provide their calendar to their area manager for approval.
6. The hiring manager will sign and date the second signature line (“Supervisor”) and route to the appropriate administrative office at their campus/location.
7. The administrative office will forward the signed/approved calendar(s) to the Human Resources FT Faculty mailbox ([HR-FTFaculty@losrios.edu](mailto:HR-FTFaculty@losrios.edu)), where they will be added to the employee’s personnel file.

See an example of a completed work calendar on page 3 and 4. Please contact Human Resources at [HR-FTFaculty@losrios.edu](mailto:HR-FTFaculty@losrios.edu) or 916-568-3112 if there are any questions.

Reset Form



Non-Instructional Faculty Work Schedule Based on Hours- Fiscal Year 2023-2024

EXAMPLE

Work Schedule should be downloaded prior to completion

Workload\*: 100% \*FTE in decimal form.

Part-Time Schedule (< 1.0 FTE)

Required Hours\*: 1305 \*\*Required Hour(s) should not be zero.

Alternate Schedule (1.0 FTE)

NOTE: If working one semester, total hours worked should be half of the "Required Hour(s)" listed above.

Name Counselor A Campus CRC Empl ID 4515458 (Last, First)

JULY calendar grid showing hours worked.

AUGUST calendar grid showing hours worked.

SEPTEMBER calendar grid showing hours worked.

OCTOBER calendar grid showing hours worked.

NOVEMBER calendar grid showing hours worked.

DECEMBER calendar grid showing hours worked.

JANUARY calendar grid showing hours worked.

FEBRUARY calendar grid showing hours worked.

MARCH calendar grid showing hours worked.

APRIL calendar grid showing hours worked.

MAY calendar grid showing hours worked.

JUNE calendar grid showing hours worked.

Total Hours Worked: 1,305.00

Signature: [Blank Signature Line] Employee

Date: [Blank Date Line]

Signature: [Blank Signature Line] Supervisor

Date: [Blank Date Line]

Reset Form



## Non-Instructional Faculty Work Schedule Based on Hours- Fiscal Year 2023-2024

EXAMPLE

Work Schedule should be downloaded prior to completion

**Workload\*:**  \*FTE in decimal form.
  Part-Time Schedule (< 1.0 FTE)  
**Required Hours\*:**  \*\*Required Hour(s)\* should not be zero.
  Alternate Schedule (1.0 FTE)

NOTE: If working one semester, total hours worked should be half of the "Required Hour(s)" listed above.

**Name**  **Campus**  **Empl ID**   
 (Last, First)

JULY						
S	M	T	W	T	F	S
	7.00		7.00	7.00	7.00	
	7.00	7.00	7.00	7.00	7.00	
Hours: 63.00						

AUGUST						
S	M	T	W	T	F	S
		7.00	7.00	7.00		
	7.00		7.00			
	7.00					
	7.00	7.00	7.00	7.00	7.00	
	7.00	7.00	7.00	7.00		
Hours: 105.00						

SEPTEMBER						
S	M	T	W	T	F	S
					7.00	
	7.00		7.00	7.00	7.00	
	7.00	7.00	7.00	7.00	7.00	
	7.00	7.00	7.00	7.00	7.00	
Hours: 98.00						

OCTOBER						
S	M	T	W	T	F	S
	7.00	7.00	7.00	7.00	7.00	
	7.00	7.00	7.00	7.00	7.00	
	8.00					
Hours: 76.00						

NOVEMBER						
S	M	T	W	T	F	S
				8.00	8.00	
	8.00	8.00	8.00	8.00		
	7.00	8.00	8.00	8.00	8.00	
Hours: 67.00						

DECEMBER						
S	M	T	W	T	F	S
						8.00
	8.00	8.00	8.00	8.00	8.00	
	8.00	8.00	8.00	8.00	8.00	
Hours: 66.00						

JANUARY						
S	M	T	W	T	F	S
		8.00	8.00	8.00	8.00	
	7.00	7.00	7.00	7.00	7.00	
		7.00	7.00	7.00	7.00	
	7.00	7.00	7.00	7.00	7.00	
Hours: 122.00						

FEBRUARY						
S	M	T	W	T	F	S
	7.00	7.00	7.00	7.00	7.00	
	7.00	7.00	7.00	7.00		
Hours: 63.00						

MARCH						
S	M	T	W	T	F	S
					8.00	
	8.00	8.00	8.00	8.00	8.00	
	8.00	7.00	7.00	7.00	7.00	
		8.00	8.00	8.00	8.00	
Hours: 94.00						

APRIL						
S	M	T	W	T	F	S
	8.00			7.00	7.00	
	7.00	7.00	7.00	7.00	7.00	
	7.00	7.00	7.00	7.00	7.00	
	7.00	7.00	7.00	7.00	7.00	
	7.00	7.75				
Hours: 133.75						

MAY						
S	M	T	W	T	F	S
			7.00	7.00	7.00	
	7.00	7.00	7.00	7.00	7.00	
	7.00	7.00	7.00	7.00	7.00	
Hours: 91.00						

JUNE						
S	M	T	W	T	F	S
Hours: 0.00						

**Total Hours Worked:**

**Signature:**  **Date:**   
 Employee

**Signature:**  **Date:**   
 Supervisor