

Instructions for Completing the Faculty to Interim Manager Work Calendar

All Full-time faculty working as Interim Managers, must complete a work calendar. 186 days per academic year (93 Days per semester). The work calendar is fillable and will calculate required days in addition to totaling the days worked for each month and the total days worked for the entire academic year are calculated at the bottom of the page.

Some browsers, such as Mozilla Firefox, are not compatible with fillable PDF forms. For that reason it is best to download the form to your hard-drive prior to completing your work calendar.

General Directions

At the top of the schedule, employees should input their information: Complete your Name, Campus and employee ID number.

Once the calendar is complete, the required days should match the total days at the bottom of the work calendar.

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.

Please contact Human Resources at HR-Classified-Management@losrios.edu or call 916-568-3107 for last names who end with A-L, and 916-568-3179 for last names who end with M-Z, if there are any questions.