

Formulas for Class FTES and Class Hours

Class FTES

- 1 Lecture Hour = 6.67%
 - Example: 3 hours x 6.67% = 20% FTES
- 1 Lab Hour = 5.00%
 - Example: 4 hours x 5.00% = 20% FTES

Load Limitations

- Full-time regular load may not exceed 100% without permission from the division dean of Vice President of Academic Affairs
- Full-time overload may not exceed 6 hours or 40% without permission from the division dean of Vice President of Academic Affairs
- Part-time/Adjunct load may not exceed 66.67%

Class Hours

- Everything is figured from an 18-week format
- 18 weeks x Number of class hours / Number of weeks
 - Example: 18 weeks x 3 class hours = 54 hours / 15 weeks = 3.60 hours
 - 18 weeks x 2 class hours = 36 hours / 9 weeks = 4.00 hours



Weekly Contact Hours (WCH): Equal Pay Calculations (Fall/Spring Semesters)

18-Week Session Calculations for Adjunct Instructors & *Overload Pay

*Overload pay hours do not deduct for holidays

Formula (without holidays): Total Hours Per Week x Weeks In A Session = Total Hours To Be Paid / 5 Pay Periods = Total Hours Per Pay Period

- **Example #1:**

CLASSES	SESSION	DAYS	HOURS
ENGL 100	18-Week	Online	3.00 Hours/Week

3.00 hours per week x 18 weeks = 54 total hours / 5 pay periods = 10.80 hours per pay period

Formula (with holidays): Total Hours Per Week x Weeks In A Session = Total Hours - Holiday Hours = Total Hours To Be Paid / 5 Pay Periods = Total Hours Per Pay Period

- **Example #2: Two Monday Holidays**

CLASSES	SESSION	DAYS	HOURS
ENGL 100	18-Week	MW	3.00 Hours/Week

3.00 hours per week x 18 weeks = 54 hours - 3.00 holiday hours = 51 total hours / 5 pay periods = 10.20 hours per pay period



Equal Pay Calculations (Fall/Spring Semesters)

9-Week Session Calculations for Adjunct Instructors & Overload Pay

Holidays are not deducted from
condensed sessions.

Formula: Total Hours Per Week x Weeks In A Session = Total Hours To Be Paid / 3 Pay Periods = Total Hours Per Pay Period

- **Example #3:**

CLASSES	SESSION	DAYS	HOURS
ENGL 100	9-Week (9A)	Online	6.00 Hours/Week
MATH 20	9-Week (9B)	MTWR	6.00 Hours/Week

ENGL 100: 6.00 hours per week x 9 weeks = 54 total hours / 3 pay periods = 18.00 hours for per pay periods 1 and 2. Pay period 3 will be combined with the 9B calculation below.

MATH 20: 6.00 hours per week x 9 weeks = 54 total hours / 3 pay periods = 18.00 hours for per pay periods 4 and 5.

Pay period 3 will be the combined calculations: 18.00 + 18.00 = 36.00.



Equal Pay Calculations (Fall/Spring Semesters)

15-Week Session Calculations for Adjunct Instructors & Overload Pay

Holidays are not deducted from condensed sessions.

On rare occasions, a 15-week session may span 5 months instead of 4. If this is the case, divide the totals into 5 pay periods and 4.

Formula: Total Hours Per Week x Weeks In A Session = Total Hours To Be Paid / 4 Pay Periods = Total Hours Per Pay Period

- **Example #4:**

CLASSES	SESSION	DAYS	HOURS
ENGL 100	15-Week (15A)	Online	3.60 Hours/Week
MATH 20	15-Week (15B)	MTWR	3.60 Hours/Week

ENGL 100: 3.60 hours per week x 15 weeks = 54 total hours / 4 pay periods = 13.50 hours for pay period 1. Pay periods 2, 3, and 4 will be combined with the 15B calculation below.

MATH 20: 3.60 hours per week x 15 weeks = 54 total hours / 4 pay periods = 13.50 hours for pay period 5.

Pay periods 2, 3, and 4 will be the combined calculations: 13.50 + 13.50 = 27.00.



Daily Contact Hours (DCH): Monthly Pay Calculations (Summer Sessions)

DCH Session Calculations for Instructors

may

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

june

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Formula (Online): Total Hours Per Week x Number of Weeks Meeting In A Month = Total Hours Per Pay Month

- **Example #1: May 20 – June 28**

CLASSES	SESSION	DAYS	HOURS
ENGL 100	6-Week	Online	9.00 Hours/Week

May Pay: 9.00 hours per week x 2 weeks = 18.00 hours pay

June Pay: 9.00 hours per week x 4 weeks = 36.00 hours pay



Daily Contact Hours (DCH): Monthly Pay Calculations (Summer Sessions) Continued

july

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

august

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Formula (Meeting Patterns):

1. Total Number of Contact hours / Total Number of Days In The Session = Total Number of Hours Per Day

*DO NOT include holidays

2. Total Number of Hours Per Day x Number of Meeting Days In The Month = Total Number of Hours Per Pay Month

*DO NOT include holidays

• Example #2: July 1 - August 8

CLASSES	SESSION	DAYS	HOURS	TOTAL CONTACT HOURS
ENGL 100	6-Week	MTWR	9.00 Hours/Week	54 Hours

1. 54 total contact hours / 23 days in the month = 2.3478 hours per day

2. July Pay: 2.3478 hours per day x 18 days = 42.2604 hours for July

August Pay: 2.3478 hours per day x 5 days = 11.7390 hours for August



Reviewing Teaching Assignments

										Regular Workload		Overload FTE%		Pay Hours		Load Factor	
Assignment Type																	
<u>Course</u>	<u>Class #</u>	<u>Comp</u>	<u>Assign Type</u>	<u>Start/End Date</u>	<u>Start/End Time</u>	<u>Days</u>	<u>Room</u>	<u>Contact Pay Hrs</u>	<u>RG WL</u>	<u>OL WL</u>	<u>RG FTE%</u>	<u>OL FTE%</u>	<u>Pay Hours</u>	<u>LF</u>	<u>Session</u>		
ANTH 110	22879	LEC	LEC	09/04 - 12/13	12:30PM-02:00PM	MW	SS315	54.00	3.60		20				15 Week P		
110	22880	LAB	LAB	09/04 - 12/13	02:00PM-02:35PM	MW	SS315	18.00	1.20		5				15 Week P		
115	21260	LEC	OL	08/14 - 12/15	11:00AM-12:15PM	MW	SS315	54.00		3.00		20	54.00		Regular		
115	21332	LEC	LEC	09/04 - 12/15	TBA		ONLINE	54.00	3.60		20				15 Week B		
115	23870	LEC	OL	08/14 - 12/15	TBA		ONLINE	54.00		3.00		20	54.00		Regular		
115L	21689	LAB	LAB	08/14 - 12/15	12:30PM-03:20PM	Tu	SS220	54.00	3.00		15				Regular		
170	22575	LEC	LEC	09/04 - 12/13	09:30AM-11:00AM	MW	SS138	54.00	3.60		20				15 Week P		
ANTH							Sub Total	342.00	15.00	6.00	80.00	40.00	108.00				
OHR 160	33216	DIS	NON	08/14 - 12/15	02:30PM-03:30PM	MW			2.00						Regular		
160	33216	DIS	NON	08/14 - 12/15	03:30PM-04:30PM	Tu			1.00						Regular		
OHR							Sub Total	0.00	3.00	0.00	0.00	0.00	0.00				
REL 160	33204	DIS	REL	08/14 - 12/15	01:30AM-04:30AM	Th		0.00	3.00		7.5				Regular		
160	33204	DIS	REL	08/14 - 12/15	03:30PM-06:30PM	W		0.00	3.00		7.5				Regular		
160	33204	DIS	REL	08/14 - 12/15	04:30PM-06:30PM	Tu		0.00	2.00		5				Regular		
REL							Sub Total	0.00	8.00	0.00	20.00	0.00	0.00				
Term Total								342.00	26.00	6.00	100.00	40.00	108.00				



Reviewing Teaching Assignments Continued

Full-time Faculty

Course	Class #	Comp	Assign Type	Start/End Date	Start/End Time	Days	Room	Contact Pay Hrs	RG WL	OL WL	RG FTE%	OL FTE%	Pay Hours	LF	Session
EDT 50	29099	LEC	LEC	08/14 - 10/13	TBA		ONLINE	18.00	1.00		3.33				9 Week A
50	29099	LEC	OL	08/14 - 10/13	TBA		ONLINE	18.00		1.00		3.33	9.00	50.00	9 Week A
110	33109	LEC	LEC	08/14 - 10/13	TBA		ONLINE	36.00	4.00		13.33				9 Week A
110	33110	LAB	ELB	08/14 - 10/11	TBA		ONLINE	18.00	2.00		6.67				9 Week A
123	32706	LEC	LEC	10/16 - 12/15	TBA		ONLINE	36.00	3.00		10				9 Week B
123	32706	LEC	OL	10/16 - 12/15	TBA		ONLINE	36.00		1.00		3.33	9.00	25.00	9 Week B
125	21249	LEC	LEC	08/14 - 10/13	TBA		ONLINE	36.00	4.00		13.33				9 Week A
133	31065	LEC	LEC	10/16 - 12/15	TBA		ONLINE	54.00	6.00		20				9 Week B
141	32707	LEC	LEC	10/16 - 12/15	TBA		ONLINE	36.00	4.00		13.33				9 Week B
EDT						Sub Total		288.00	24.00	2.00	79.99	6.66	18.00		
OHRS 100	33210	DIS	NON	08/14 - 12/15	10:00AM-11:00AM	Tu			1.00						Regular
100	33210	DIS	NON	08/14 - 12/15	10:30AM-11:30AM	MW			2.00						Regular
OHRS						Sub Total		0.00	3.00	0.00	0.00	0.00	0.00		
REL 100	33198	DIS	REL	08/14 - 12/15	09:00AM-10:00AM	Tu		0.00	1.00		2.5				Regular
100	33198	DIS	REL	08/14 - 12/15	09:00AM-10:30AM	MW		0.00	3.00		7.5				Regular
100	33198	DIS	REL	08/14 - 12/15	11:30AM-12:30PM	M		0.00	1.00		2.5				Regular
100	33198	DIS	REL	08/14 - 12/15	01:00PM-04:00PM	Tu		0.00	3.00		7.5				Regular
REL						Sub Total		0.00	8.00	0.00	20.00	0.00	0.00		
Term Total							252.00	35.00	2.00	99.99	6.66	18.00			

9A:
 $1.00 \times 9 = 9 / 3 = 3.00$

9B:
 $1.00 \times 9 = 9 / 3 = 3.00$

T	1.	3.00	_____
O	2.	3.00	_____
A	3.	6.00	_____
L	4.	3.00	_____
S	5.	3.00	_____

T	1.	_____
B	2.	_____
A	3.	_____
	4.	_____
	5.	_____

Instructor Signature: _____

Dean Signature: _____



Reviewing Teaching Assignments Continued

Full-time Faculty

Course	Class #	Comp	Assign Type	Start/End Date	Start/End Time	Days	Room	Contact Pav Hrs	RG WL	OL WL	RG FTE%	OL FTE%	Pay Hours	LF	Session
ANTH110	22879	LEC	LEC	09/04 - 12/13	12:30PM-02:00PM	MW	SS315	54.00	3.60		20				15 Week P
110	22880	LAB	LAB	09/04 - 12/13	02:00PM-02:35PM	MW	SS315	18.00	1.20		5				15 Week P
115	21260	LEC	OL	08/14 - 12/15	11:00AM-12:15PM	MW	SS315	54.00		3.00		20	54.00		Regular
115	21332	LEC	LEC	09/04 - 12/15	TBA		ONLINE	54.00	3.60		20				15 Week B
115	23870	LEC	OL	08/14 - 12/15	TBA		ONLINE	54.00		3.00		20	54.00		Regular
115L	21689	LAB	LAB	08/14 - 12/15	12:30PM-03:20PM	Tu	SS220	54.00	3.00		15				Regular
170	22575	LEC	LEC	09/04 - 12/13	09:30AM-11:00AM	MW	SS138	54.00	3.60		20				15 Week P
ANTH						Sub Total		342.00	15.00	6.00	80.00	40.00	108.00		
OHRS 160	33216	DIS	NON	08/14 - 12/15	02:30PM-03:30PM	MW			2.00						Regular
160	33216	DIS	NON	08/14 - 12/15	03:30PM-04:30PM	Tu			1.00						Regular
OHRS						Sub Total		0.00	3.00	0.00	0.00	0.00	0.00		
REL 160	33204	DIS	REL	08/14 - 12/15	01:30AM-04:30AM	Th		0.00	3.00		7.5				Regular
160	33204	DIS	REL	08/14 - 12/15	03:30PM-06:30PM	W		0.00	3.00		7.5				Regular
160	33204	DIS	REL	08/14 - 12/15	04:30PM-06:30PM	Tu		0.00	2.00		5				Regular
REL						Sub Total		0.00	8.00	0.00	20.00	0.00	0.00		
Term Total								342.00	26.00	6.00	100.00	40.00	108.00		

Regular/18-week:
 $3.00 \times 18 = 54 / 5 = 10.80 \times 2 = 21.60$

T	1.	<u>21.60</u>	_____
O			
T	2.	<u>21.60</u>	_____
A			
L	3.	<u>21.60</u>	_____
S			
	4.	<u>21.60</u>	_____
	5.	<u>21.60</u>	_____

T	1.	_____
B	2.	_____
A	3.	_____
	4.	_____
	5.	_____

Instructor Signature: _____

Dean Signature: _____



Reviewing Teaching Assignments Continued

Part-time Faculty

Course	Class #	Comp	Assign Type	Start/End Date	Start/End Time	Days	Room	Contact Pay Hrs	RG WL	OL WL	RG FTE%	OL FTE%	Pay Hours	LF	Session
ECON101	25515	LEC	LEC	09/04 - 12/15	TBA		ONLINE	54.00	3.60		20		54.00		15 Week B
102	29118	LEC	LEC	09/04 - 12/15	TBA		ONLINE	54.00	3.60		20		54.00		15 Week B
202M	25673	LEC	LEC	09/05 - 12/14	09:30AM-11:00AM	TuTh	SS307	54.00	3.60		20		53.99		15 Week Q
202M	25674	LAB	LAB	09/05 - 12/14	11:00AM-11:20AM	TuTh	SS307	18.00	1.20		5		17.99		15 Week Q
ECON						Sub Total		180.00	12.00	0.00	65.00	0.00	179.99		
WGS 206	29640	LEC	NON	09/04 - 12/15	TBA		ONLINE	54.00							15 Week B
WGS						Sub Total		54.00	0.00	0.00	0.00	0.00	0.00		
Term Total								234.00	12.00	0.00	65.00	0.00	179.99		

15-week:

$$3.60 \times 15 = 54 / 4 = 13.50 \times 3 = 40.50$$

$$1.20 \times 15 = 18 / 4 = 4.50$$

T O T A L S	1. _____
	2. <u>45.00</u> _____
	3. <u>45.00</u> _____
	4. <u>45.00</u> _____
	5. <u>45.00</u> _____

T 1. _____
B 2. _____
A 3. _____
4. _____
5. _____

Instructor Signature: _____

Dean Signature: _____



Reviewing Teaching Assignments Continued

Part-time Faculty

Course	Class #	Comp	Assign Type	Start/End Date	Start/End Time	Days	Room	Contact Pay Hrs	RG WL	OL WL	RG FTE%	OL FTE%	Pay Hours	LF	Session
PSYC 220	27002	LEC	LEC	08/14 - 12/15	12:30PM-02:00PM	TuTh	SS215	54.00	3.00		20		52.50		Regular
220	27003	LAB	ELB	08/14 - 12/15	02:00PM-03:20PM	TuTh	SS215	54.00	3.00		20		52.50		Regular
271	33047	LEC	LEC	09/04 - 12/15	TBA		ONLINE	54.00	3.60		20		54.00		15 Week B
PSYC						Sub Total		162.00	9.60	0.00	60.00	0.00	159.00		
						Term Total		162.00	9.60	0.00	60.00	0.00	159.00		

Regular/18-week:

$$3.00 \times 18 = 54 - 1.50 = 52.50 / 5 = 10.50 \times 2 = 21.00$$

15-week:

$$3.60 \times 15 = 54 / 4 = 13.50$$

T O T A L S	1.	21.00	_____
	2.	34.50	_____
	3.	34.50	_____
	4.	34.50	_____
	5.	34.50	_____

T	1.	_____
B	2.	_____
A	3.	_____
	4.	_____
	5.	_____

Instructor Signature: _____

Dean Signature: _____



Contacts

Contact the following offices for assistance or information

- **Human Resources**
 - Personal information on the Teaching Assignments such as name, address, phone numbers, etc.
 - Employment Status (especially if the Teaching Assignment has “n/a” where “Full” or “Part” should be
- **Academic Affairs**
 - Teaching Assignments
 - Hour Calculations
 - Schedule Changes
 - Release Time
 - Deadlines
- **Payroll Office**
 - Pay check deadlines
 - Hours into pay
- **IT** (Cc Dean of Academic Affairs)
 - PeopleSoft CS access
 - System troubleshooting