



Faculty Office Hour Time Sheet

- PART-TIME
 FULL-TIME FACULTY (Intersession)

To be compensated for office hours, the time sheet must be submitted to human resources no later than the end of finals week for the term during which the office hours were held. *Refer to Article 14.6*

Name: _____

Employee ID#: _____

Semester: Fall Winter Spring Summer Year: 20

M T W TH F/S

TERM / SUMMER	Week 1					
	Week 2					
	Week 3					
	Week 4					
	Week 5					
	Week 6					
	Week 7					
	Week 8					
SEMESTER	Week 9					
	Week 10					
	Week 11					
	Week 12					
	Week 13					
	Week 14					
	Week 15					
	Week 16					

Totals: 0.00 0.00 0.00 0.00 0.00

Teaching Assignment (lecture only)

CRN	COURSE	WEEKS
CRN	COURSE	WEEKS
CRN	COURSE	WEEKS

Refer to Article 14.4 for number of eligible weeks and 14.5 for length of office hour.

Faculty Signature: _____

Part-time Faculty: Refer to Article 14.3 for load limitations

Twenty percent (20% or .200) load, qualifies for one (1) office hour per week.

Forty percent (40% or .400) load., qualifies for two (2) hours per week.

Sixty percent (60% or .600) load, qualifies for three (3) hours per week.

*Forward completed form to Human Resources

Office Hours

Rate	Hours	TOTAL
\$40.00	0.00	\$0.00

FOAP: 1-110001-BAA-135000-499900

Full-time Faculty Position #: F00200

Part-time Faculty Position #: P00073

Note: The total weekly hours should calculate and once you select PT or FT the hourly rate should change at the bottom of the form. If the form is not calculating, you may need to open the document in Adobe Acrobat.

