Summer 6-Week Session Class Time and Time Card Calculations

| Meetings Days of the Week Hrs : Mins / Meeting | | 6 Meetings | 11 Meetings (1 holiday) | 12 Meetings | 17 Meetings (1 holiday) | 18 Meetings | 23 Meetings (1 holiday) | 24 |
|--|---|--------------------------------|------------------------------------|-----------------------------------|--------------------------------------|------------------------------------|---|------------------------------------|
| Days of the Week Hrs : Mins / Meeting | | meeninge | | | | | (T HOHUAY) | Meetings |
| Hrs : Mins / Meeting | | or Th | MW a | , v | | • | | • |
| , | M, T, W, or Th Hrs : Mins Hrs : Mins | | MW or TTh Hrs : Mins Hrs : Mins | | MTW or TWTh Hrs : Mins Hrs : Mins | | MTWTh Hrs : Mins Hrs : Mins | |
| EC% FTE LAB% FTE | per Day | per Day | per Day | per Day | per Day | per Day | per Day | per Day |
| | | | | | | , , | per Day | per Day |
| 9 total hours .6 hrs/wk for 16 weeks | 1:30 TBA hours = 1.5 | 1:15 hours per week | ** | ** | ** | ** | Use the hours and m | inutes when |
| | 1.80 hrs/day | | | | | | figuring the start and | end times |
| 18 total hours | 3:20 | 2:50 | 1:20 | 1:15 | ** | ** | for a daily meeting p | battern. |
| | TBA hours = 3.0 3.60 hrs/day | | TBA hours each 1.6 hrs/day | half = 1.5 hrs/wk 1.5 hrs/day | | | Use the decimal equi calculating the week | |
| 27 total hours | 5:10 | 4:15 | 2:15 | 2:05 | 1:20 | | TBA hours for a meet | |
| 1.7 hrs/wk for 16 weeks | TBA hours = 4.5 | hours per week | TBA hours each | half = 1.5 hrs/wk | TBA hours each | third = 1.5 hrs/wk | | |
| | 5.40 hrs/day | | | 2.25 hrs/day | 1.59 hrs/day | | 1.00 | |
| 36 total hours 2.3 hrs/wk for 16 weeks | *** TBA hours = 6.0 | 5:50 | 3:05 TBA hours each | 2:50 half = 3.0 hrs/wk | 1:55 TBA hours each t | 1:50 third = 2.0 hrs/wk | 1:20 TBA hours each f | 1:15 ourth = 1.5 hrs/wk |
| 3.33% FTE 10% FTE | | 6.00 hrs/day | | 3.00 hrs/day | 2.12 hrs/day | | 1.57 hrs/day | |
| 45 total hours | *** | *** | 3:55 | 3:30 | 2:20 | 2:15 | 1:50 | 1:35 |
| 2.8 hrs/wk for 16 weeks 6.67% FTE 12.5% FTE | TBA hours = 7.5 | hours per week 7.50 hrs/day | TBA hours each 4.09 hrs/day | half = 3.8 hrs/wk 3.75 hrs/day | TBA hours each 2.65 hrs/day | third = 2.5 hrs/wk 2.50 hrs/day | TBA hours each f 1.96 hrs/wek | ourth = 1.9 hrs/wk 1.88 hrs/day |
| 54 total hours | *** | *** | 4.09 hrs/day | 4:15 | 2.05 hrs/day | 2:50 hrs/day | 2:10 | 2:05 |
| 3.4 hrs/wk for 16 weeks | TBA hours = 9.0 | hours per week | TBA hours each | half = 4.5 hrs/wk | TBA hours each | third = 3.0 hrs/wk | TBA hours each f | ourth = 2.3 hrs/wk |
| 0% FTE 15% FTE | | 9.00 hrs/day | | 4.50 hrs/day | 3.18 hrs/day | | 2.35 hrs/day | |
| 63 total hours 3.9 hrs/wk for 16 weeks | *** TBA hours = 10.5 | *** hours per week | 5:25 TBA hours each | 5:05 half = 5.3 hrs/wk | 3:25 TBA hours each | 3:15 third = 3.5 hrs/wk | 2:25 TBA hours each f | 2:20 ourth = 1.9 hrs/wk |
| 23.33% FTE 17.5% FTE | 10.5 hours | | 5.73 hrs/day | | 3.71 hrs/day | 3.50 hrs/day | 2.74 hrs/day | 2.63 hrs/day |
| 72 total hours | *** | *** | *** | 5:50 | 4:00 | 3:50 | 2:55 | 2:50 |
| 4.5 hrs/wk for 16 weeks 26.67% FTE 20% FTE | TBA hours = 12.0 12.0 hours | | TBA hours each | half = 6.0 hrs/wk 6.00 hrs/day | TBA hours each 4.24 hrs/day | | TBA hours each f 3.13 hrs/day | |
| 81 total hours | 12.0 hours | *** | *** | *** | 4.24 hrs/day | 4.00 hrs/day | 3.13 hrs/day 3:15 | 3.00 hrs/day |
| | TBA hours = 13.5 | hours per week | | half = 6.8 hrs/wk | | 4.15 third = 4.5 hrs/wk | | ourth = 3.4 hrs/wk |
| 0% FTE 22.5% FTE | 13.5 hours | | *** | 6.75 hrs/day | 4.76 hrs/day | | 3.52 hrs/day | |
| 90 total hours | *** TPA hours 15.0 | *** | *** | *** | 5:05 | 4:50 | 3:35 | 3:30 |
| 5.6 hrs/wk for 16 weeks 3.33% FTE 25% FTE | TBA hours = 15.0 15.0 hours | | TBA hours each | half = 7.5 hrs/wk 7.50 hrs/day | TBA hours each 5.29 hrs/day | third = 5.0 hrs/wk 5.00 hrs/day | TBA hours each f 3.91 hrs/day | ourth = 3.8 hrs/wk 3.75 hrs/day |
| 99 total hours | *** | *** | *** | *** | 5:30 | 5:15 | 4:05 | 3:55 |
| | TBA hours = 16.5 | | | half = 8.3 hrs/wk | TBA hours each | third = 5.5 hrs/wk | TBA hours each f | ourth = 4.1 hrs/wk |
| 6.67% FTE 27.5% FTE | 16.5 hours | | *** | 8.25 hrs/day | 5.82 hrs/day | 5.50 hrs/day | 4.30 hrs/day | 4.13 hrs/day |
| 108 total hours 6.8 hrs/wk for 16 weeks | *** TBA hours = 18.0 | *** hours per week | *** TBA hours each | *** half = 9.0 hrs/wk | *** TBA hours each | 5:50 third = 6.0 hrs/wk | 4:25 TBA hours each f | 4:15 |
| 0% FTE 30% FTE | 18.0 hours | | *** | 9.00 hrs/day | *** | 6.00 hrs/day | 4.70 hrs/day | 4.50 hrs/day |
| 117 total hours | *** | *** | *** | *** | *** | *** | 4:55 | 4:35 |
| 7.3 hrs/wk for 16 weeks 3.33% FTE 32.5% FTE | TBA hours = 19.5 | | | half = 9.8 hrs/wk | TBA hours each | third = 6.5 hrs/wk | | ourth = 4.9 hrs/wk |
| 126 total hours | 19.5 hours | per week | 9.8 nours | per week | *** | 6.50 hrs/day | 5.09 hrs/day 5:15 | 4.88 hrs/day 5:05 |
| 7.9 hrs/wk for 16 weeks | TBA hours = 21.0 | hours per week | TBA hours each | half = 10.5 hrs/wk | TBA hours each | | TBA hours each f | |
| 6.67% FTE 35% FTE | 21.0 hours | per week | | s per week | *** | 7.00 hrs/day | 5.48 hrs/day | 5.25 hrs/day |
| 135 total hours 8.4 hrs/wk for 16 weeks | *** TPA hours 22.5 | *** | *** | *** half = 11.3 hrs/wk | *** TRA hours each | *** | 5:35 | 5:20 ourth = 5.6 hrs/wk |
| 0% FTE 37.5% FTE | TBA hours = 22.5 22.5 hours | | | s per week | TBA hours each | 7.50 hrs/wk | 5.87 hrs/day | 5.63 hrs/day |
| 144 total hours | *** | *** | *** | *** | *** | *** | *** | 5:50 |
| | TBA hours = 24.0 | | | half = 12.0 hrs/wk | TBA hours each | | TBA hours each f | |
| 3.33% FTE 40% FTE 153 total hours | 24.0 hours | per week | 12.0 hours | s per week | *** | 8.00 hrs/day | *** | 6.00 hrs/day |
| | TBA hours = 25.5 | | | half = 12.8 hrs/wk | TBA hours each | | | ourth = 6.4 hrs/wk |
| 6.67% FTE 42.5% FTE | 25.5 hours | | 12.8 hours | s per week | *** | 8.50 hrs/day | *** | 6.38 hrs/day |
| 162 total hours | *** | *** | *** | *** | *** | *** | *** | *** |
| 10.1 hrs/wk for 16 weeks 0% FTE 45% FTE | TBA hours = 27.0 27.0 hours | | | half = 13.5 hrs/wk s per week | TBA hours each | third = 9.0 hrs/wk 9.00 hrs/day | TBA hours each f | ourth = 6.8 hrs/wk 6.75 hrs/day |
| 171 total hours | 27.0 Hours | *** | *** | *** | *** | 9.00 hrs/day | *** | 6.75 hrs/day |
| 10.7 hrs/wk for 16 weeks | TBA hours = 28.5 | | TBA hours each | half = 14.3 hrs/wk | TBA hours each | third = 9.5 hrs/wk | | ourth = 7.1 hrs/wk |
| 63.33% FTE 47.5% FTE | 28.5 hours | per week | 14.3 hours | s per week | 9.5 hours | per week | *** | 7.13 hrs/day |
| 180 total hours 11.3 hrs/wk for 16 weeks | *** TRA hours 00.0 | *** | *** | *** half = 15.0 hrs/wk | *** TBA hours each t | *** | *** TRA hours cook f | *** |
| 66.67% FTE 50% FTE | TBA hours = 30.0 30.0 hours | | | halt = 15.0 hrs/wk s per week | 10.0 hours | | TBA hours each f | 7.50 hrs/wk |

Scheduled class time required for a 6-week course meeting a total of X number of days/meetings.

The 10 minutes that follow each class (the passing time) is part of the class. The students are still earning credit, and the instructor is still earning pay. Always make sure to allow 10 minutes between classes when scheduling a room and an instructor's schedule.

Example: Psych 1 meets 3.4 hrs/wk for 16 weeks and has 54 total hours. We want to have the class meet 4 days a week for 6 weeks in the Summer. Look down the left column to find 54 total hours and then to the right to find 23 meetings. (The class will meet 23 total days because $4 \times 6 = 24$, but there is one holiday, and holidays are not counted in the Summer. 24-1=23).

The chart tells us the class would meet 2 hours and 10 minutes each day.

Note: If the class is made up of TBA hours for all or part of the class, use a column that doesn't exclude the holiday. (TBA hours can be done on any day of the week.) (For instance, this class could also meet 3 days a week for 2 hours and 5 minutes and have a TBA pattern of 2.3 TBA hours for a total of 24 meetings. Just m ake sure you don't count a holiday as a day it should meet in the classroom.)

Now, HR needs the an estimate of the highest week of contact hours. Multiply the number of days per week times the TBA decimal equivalent shown in the column you're using. (That number would be higher for a class that meets fewer days because of a holiday.) In this case, 4 X 2.35 = 9.5. (Round up.)

You would enter 2.35 on the timecard for each day.