

Summer 6-Week Session Class Time and Time Card Calculations

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

Number of Meetings	5 Meetings (1 holiday)		6 Meetings		11 Meetings (1 holiday)		12 Meetings		17 Meetings (1 holiday)		18 Meetings		23 Meetings (1 holiday)		24 Meetings	
	Days of the Week		M, T, W, or Th		MW or TTh		MTW or TWTh		MTWTh		Hrs : Mins / Meeting		Hrs : Mins / Meeting		Hrs : Mins / Meeting	
	LEC% FTE	LAB% FTE	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day
9 total hours 0.6 hrs/wk for 16 weeks 3.33% FTE 2.5% FTE	1:30	1:15	**	**	**	**	**	**	**	**	**	**	**	**	**	
18 total hours 1.1 hrs/wk for 16 weeks 6.67% FTE 5% FTE	3:20	2:50	1:20	1:15	**	**	**	**	**	**	**	**	**	**	**	
27 total hours 1.7 hrs/wk for 16 weeks 10% FTE 7.5% FTE	5:10	4:15	2:15	2:05	1:20	1:15	1:20	1:15	1:20	1:15	1:20	1:15	1:20	1:15	1:15	
36 total hours 2.3 hrs/wk for 16 weeks 13.33% FTE 10% FTE	***	5:50	3:05	2:50	1:55	1:50	1:55	1:50	1:55	1:50	1:55	1:50	1:55	1:50	1:55	
45 total hours 2.8 hrs/wk for 16 weeks 16.67% FTE 12.5% FTE	***	***	3:55	3:30	2:20	2:15	2:20	2:15	2:20	2:15	2:20	2:15	2:20	2:15	2:20	
54 total hours 3.4 hrs/wk for 16 weeks 20% FTE 15% FTE	***	***	4:35	4:15	3:00	2:50	3:00	2:50	3:00	2:50	3:00	2:50	3:00	2:50	3:00	
63 total hours 3.9 hrs/wk for 16 weeks 23.33% FTE 17.5% FTE	***	***	5:25	5:05	3:25	3:15	3:25	3:15	3:25	3:15	3:25	3:15	3:25	3:15	3:25	
72 total hours 4.5 hrs/wk for 16 weeks 26.67% FTE 20% FTE	***	***	***	5:50	4:00	3:50	4:00	3:50	4:00	3:50	4:00	3:50	4:00	3:50	4:00	
81 total hours 5.1 hrs/wk for 16 weeks 30% FTE 22.5% FTE	***	***	***	***	4:30	4:15	4:30	4:15	4:30	4:15	4:30	4:15	4:30	4:15	4:30	
90 total hours 5.6 hrs/wk for 16 weeks 33.33% FTE 25% FTE	***	***	***	***	5:05	4:50	5:05	4:50	5:05	4:50	5:05	4:50	5:05	4:50	5:05	
99 total hours 6.2 hrs/wk for 16 weeks 36.67% FTE 27.5% FTE	***	***	***	***	5:30	5:15	5:30	5:15	5:30	5:15	5:30	5:15	5:30	5:15	5:30	
108 total hours 6.8 hrs/wk for 16 weeks 40% FTE 30% FTE	***	***	***	***	***	5:50	***	5:50	***	5:50	***	5:50	***	5:50	***	
117 total hours 7.3 hrs/wk for 16 weeks 43.33% FTE 32.5% FTE	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	
126 total hours 7.9 hrs/wk for 16 weeks 46.67% FTE 35% FTE	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	
135 total hours 8.4 hrs/wk for 16 weeks 50% FTE 37.5% FTE	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	
144 total hours 9.0 hrs/wk for 16 weeks 53.33% FTE 40% FTE	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	
153 total hours 9.6 hrs/wk for 16 weeks 56.67% FTE 42.5% FTE	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	
162 total hours 10.1 hrs/wk for 16 weeks 60% FTE 45% FTE	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	
171 total hours 10.7 hrs/wk for 16 weeks 63.33% FTE 47.5% FTE	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	
180 total hours 11.3 hrs/wk for 16 weeks 66.67% FTE 50% FTE	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	

Use the hours and minutes when figuring the start and end times for a daily meeting pattern.

Use the decimal equivalents for calculating the weekly total of TBA hours for a meeting pattern.

Remember:
 • If a class is more than 1 hour, but less than 2 hours long, the students should get 10 minutes passing time after the class ends, in lieu of a break.
 • If a class is 2 hours or more, but less than 3 hours long, the students should get one 10-minute break during class and 10 minutes passing time after the class ends.
 • If a class is 3 hours or more, but less than 4 hours long, the students should get two 10-minute breaks during class and 10 minutes passing time after the class ends.
 •etc.

** Pattern does not give optimal apportionment.
 *** This schedule would require more than 6 hours. A class that meets more than 6 hours must have at least a 1/2-hour lunch break or meet more than one day. Use a column further to the right to break apart into two or more days and/or 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 X 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 make 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.