

## **MEMORANDUM**

TO: Cost Center Administrators  
FROM: Shirley K. Hoefler, Payroll Manager  
DATE: July 1, 2009

### **SUBJECT: FY10 EMPLOYMENT CALENDARS FOR PAYROLL PURPOSES**

Attached are employment calendars, and related payroll calendars, approved for FY10.

Each employee at the College is employed under an employment calendar. The employment calendar identifies the following:

1. Beginning and ending dates of employment.
2. The number of paychecks an employee will receive during his/her term of employment.
3. The number of days to use for determining a daily rate of pay.
4. The duty and non-duty days authorized during a term of employment.

The District Board of Trustees adopted two employment calendars. They are as follows:

1. Administrative Calendar for the fiscal year beginning July 1, 2009 and ending June 30, 2010.
2. Instructional Calendar for the academic year beginning August 20, 2009 and ending August 9, 2010.

Based on these two calendars, the following calendars for payroll purposes have been developed:

#### **1. Payroll Calendars under the Administrative Calendar:**

- a. **Calendar ADMS-01 - July 1, 2009 through June 30, 2010.** For salaried non-instructional employees; based on 24 equal installments. 238 days; 1904 hours (40 hr. wk.) or 1785 hours (37.5 hr. wk.)

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- b. **Calendar ADMH-03** -- Used for hourly **non-instructional** employees who are to be paid on the basis of the actual number of hours worked for a given payroll reporting period.
- c. **Calendar ADMH-04** - Used for hourly student employees who are to be paid on the basis of the actual number of hours worked for a given payroll reporting period.
- d. **Calendar WKSH-01 – July 1, 2009 through June 30, 2010** – used for hourly workstudy employees who are to be paid on the basis of the actual number of hours worked for a given payroll reporting period.

**2. Payroll Calendars under the Instructional Calendar:**

- a. **Calendar ADMS-02 (Academic Department Heads) – July 1, 2009 -- June 30, 2010.** For applicable salaried employees, based on 24 equal installments. 238 days; 1785 hours (37 ½ hr. wk.).
- b. **Calendar FACS-01 (full-time) – Terms I, II, and III – Session 1, August 20, 2009 through August 9, 2010.** For applicable salaried employees, based on 24 equal installments. 213 days; 1491 hours. (35 hour week) or 1597.5 hours. (37.5 hour week).
- c. **Calendar FACS-02 (full-time) – Terms I, II, and III – Session 2, August 20, 2009 through June 21, 2010.** For applicable salaried employees, based on 24 equal installments. 194 days; 1358 hours. (35 hour week).
- d. **Calendar FACS-03 (full-time) – Terms I, II, and III – Session 3, August 20, 2009 through May 6, 2010 and June 24, 2010 through August 9, 2010.** For applicable salaried employees, based on 24 equal installments. 194 days; 1358 hours. (35 hour week).
- e. **Calendar FACS-04 (part-time adjunct salary) - Term I – Session 3, September 9, 2009, through December 9, 2010.** For applicable salaried employees, based on 7 equal installments. 62 days.
- f. **Calendar FACS-05 (part-time adjunct salary) - Term II – Session 3, January 25, 2010, through April 23, 2010.** For applicable salaried employees, based on 7 equal installments. 60 days.

- g. **Calendar FACS-06** (part-time adjunct salary) - Term I – Session 1, **August 20, 2009 through December 18, 2009**. For applicable salaried employees, based on 9 equal installments. 82 days.
- h. **Calendar FACS-07** (part-time adjunct salary) - Term I – Session 2, **August 20, 2009 through October 19, 2009**. For applicable salaried employees, based on 4 equal installments. 41 days.
- i. **Calendar FACS-08** (part-time adjunct salary) - Term I – Session 4, **October 20, 2009 through December 18, 2009**. For applicable salaried employees, based on 5 equal installments. 41 days.
- j. **Calendar FACS-09** (part-time adjunct salary) - Term II – Session 1, **January 5, 2010 through May 6, 2010**. For applicable salaried employees, based on 8 equal installments. 82 days.
- k. **Calendar FACS-10** (part-time adjunct salary) - Term II – Session 2, **January 5, 2010 through March 4, 2010**. For applicable salaried employees, based on 5 equal installments. 42 days.
- l. **Calendar FACS-11** (part-time adjunct salary) - Term II – Session 4, **March 15, 2010 through May 6, 2010**. For applicable salaried employees, based on 4 equal installments. 39 days.
- m. **Calendar FACS-12** (part-time adjunct salary) - Term III – Session 1, **May 10, 2010 through August 9, 2010**. For applicable salaried employees, based on 7 equal installments. 62 days.
- n. **Calendar FACS-13** (part-time adjunct salary) - Term III – Session 2, **May 10, 2010 through June 21, 2010**. For applicable salaried employees, based on 4 equal installments. 30 days.
- o. **Calendar FACS-14** (part-time adjunct salary) - Term III – Session 3, **June 24, 2010 through August 9, 2010**. For applicable salaried employees, based on 4 equal installments. 32 days.
- p. **Calendar FACS-16** (full-time temporary) - Term I – Session 1, **August 20, 2009 through December 18, 2009**. For applicable salaried employees, based on 9 equal installments. 82 days.
- q. **Calendar FACS-17** (full-time temporary) - Term II – Session 1, **January 5, 2010 through May 6, 2010**. For applicable salaried employees, based on 9 equal installments. 82 days.

- r. **Calendar FACH-21** - Period of employment is determined when a person is employed. This calendar is to be used for those part-time or full-time **instructional** employees who are to be paid on the basis of the actual number of hours worked for a given payroll reporting period and cannot be employed under one of the other instructional employment calendars.
- s. **Calendar FACS-24** (full-time Instructors) – Term I and II – Session 1, **August 20, 2009 - May 6, 2010**. For applicable salaried employees, based on 24 equal installments; 163 days,
- t. **Calendar FACS-26** (full-time only) - Term I – Session 1, **August 20, 2009 through December 18, 2009**. For applicable salaried employees, based on 8 equal installments. 82 days.
- u. **Calendar FACS-27** (full-time only) - Term I – Session 4, **October 20, 2009 through December 18, 2009**. For applicable salaried employees, based on 4 equal installments. 41 days.
- aa. **Calendar FACS-28** (full-time only) - Term I – Session 3, **September 9, 2009 through December 9, 2009**. For applicable salaried employees, based on 6 equal installments. 62 days.
- bb. **Calendar FACS-29** (full-time only) - Term I – Session 2, **August 20, 2009 through October 19, 2009**. For applicable salaried employees, based on 4 equal installments. 41 days.
- cc. **Calendar FACS-30** (full-time only) - Term II – Session 1, **January 5, 2010 through May 6, 2010**. For applicable salaried employees, based on 8 equal installments. 82 days.
- dd. **Calendar FACS-31** (full-time only) - Term II – Session 2, **January 5, 2010 through March 4, 2010**. For applicable salaried employees, based on 5 equal installments. 42 days.
- ee. **Calendar FACS-32** (full-time only) - Term II – Session 4, **March 15, 2010 through May 6, 2010**. For applicable salaried employees, based on 4 equal installments. 39 days.
- ff. **Calendar FACS-33** (full-time only) - Term II – Session 3, **January 25, 2010 through April 23, 2010**. For applicable salaried employees, based on 6 equal installments. 60 days.

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- gg. **Calendar FACS-34 (full-time only) – Term III – Session 2, May 10, 2010 through June 21, 2010.** For applicable salaried employees, based on 3 equal installments. 30 days.
- hh. **Calendar FACS-35 (full-time only) – Term III – Session 3, June 24, 2010 through August 9, 2010.** For applicable salaried employees, based on 3 equal installments. 32 days.
- ii. **Calendar FACS-36 (full-time only) – Term III – Session 1, May 10, 2010 through August 9, 2010.** For applicable salaried employees, based on 6 equal installments. 62 days.
- jj. **Calendar FACS-37 (full-time Instructors) – Term I and II – Session 1, August 20, 2009 through May 6, 2010.** For applicable salaried employees, based on 24 equal installments paid academically - August to August.
- kk. **Calendar FACS-38 (full-time) – Terms I, II, and III – Session 1, August 20, 2009 through August 9, 2010.** For applicable salaried employees, based on 24 equal installments. 225 days; 1575 hours. (35 hour week) or 1687.5 hours. (37.5 hour week).
- ll. **Calendar FACS-39 (full-time) – Terms I, II, and III – Session 1, August 20, 2009 through August 9, 2010,** for applicable salaried employees, based on 24 equal installments paid July through June. 213 days; 1358 hours. (35 hour week)

Should you have any questions, please contact me at 201-7457.

SKH/jo  
Attachment