

**PTF PAYROLL PAY PERIOD:**

WEEKLY %	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5	CLASS 6	CLASS 7	CLASS 8	CLASS 9
WEEK 1			1						
WEEK 2									
TOTAL %									
TOTAL HRS									

TOTAL ALL CLASSES % = GRAND TOTAL %

GRAND TOTAL % X 32 = TOTAL HOURS TO BE PAID

THERE ARE 2 WEEKS IN A PAY PERIOD FOR PART-TIME FACULTY

THERE ARE 32 HOURS IN A REGULAR WORK WEEK BASED ON THE FULL-TIME FACULTY

TOTAL HOURS TO BE PAID MAY OR MAY NOT BE EXACT IT IS AN APPROXIMATION  
BASED UPON YOUR AVERAGE WEEKLY PERCENT OF LOAD

PLEASE BE SURE TO OBTAIN A COPY OF YOUR INSTRUCTORS SCHEDULE FROM  
SCHEDULING OR PAYROLL IN ORDER TO CONFIGURE FORMULA

BE SURE TO ONLY USE THE WEEKLY LOAD COLUMN AND USE EXACTLY WHAT IS  
PRINTED DO NOT ROUND UP OR DOWN