CERTIFICATED VARIABLE TIME REPORTING

Salary payments to certificated employees employed for services that are reimbursed on an hourly salary schedule will be paid on the FX (A/C hours) and PX (C hours) payrolls. These salary payments are submitted to the District Office Payroll for processing and shall be in the following formats:

1.   Excel spreadsheets separated by FX and PX payrolls

      For hours associated with salary schedule B-2 (Teaching for Extended Day Programs, Temporary Part-Time Day Faculty and Summer Session), each campus shall prepare and submit a spreadsheet listing pay hours by individual to District Office Payroll. In order to correctly calculate load factor adjustments, the submitted spreadsheets must identify the instructional method of each course and whether the pay hours are "A/C" or "C".

      Examples:

Class Period	Instructional Period in Minutes	Equivalent Hours for Payment
8:00-8:50 (no break)	50 minutes	1.0
8:00-9:00 (no break)	60 minutes	1.0
8:00-9:10 (no break)	70 minutes	1.4
8:00-9:20 (no break)	80 minutes	1.6
8:00-9:30 (no break)	90 minutes	1.8
8:00-9:40 (no break)	100 minutes	2.0
8:00-9:50 (10 minute break)	100 minutes	2.0
8:00-10:40 (10 minute break	150 minutes	3.0
8:00-10:50 (2-10 minute breaks)	150 minutes	3.0
8:00-11:30 (10 minute break)	200 minutes	3.8
8:00-11:40 (2-10 minute breaks)	200 minutes	4.0
8:00-11:50 (3-10 minute breaks)	200 minutes	4.0

2.   Time cards for Certificated Employee Variable Service (Forms 7117 and 7129)

      The following certificated hours shall be reported on a time card and submitted to District Office Payroll for processing:

      •   substitute teaching hours associated with salary schedule B-2 (Teaching for Extended Day Programs, Temporary Part-Time Faculty and Summers Session);

      •   other academic service hours associated with salary schedule B-3 (Other Academic Services, Extended Day Programs, Temporary Part-Time Day Faculty and Summer Session);

      •   non-instructional certificated hours (counselors, librarians, and disability specialists) associated with salary schedule B-4 (Counseling, Librarian, and Disabilities Specialist for Extended Day Programs, Temporary Part-Time Day Faculty and Summer Session); and

      •   special program hours associated with salary schedule B-5 (Academic Special Programs).