



## Non-Instructional Faculty Work Schedule Based on One Semester - 87 Days at 7.5 Hours - Fall 2023

*Work Schedule should be downloaded prior to completion, see instructions on page 2*

**Workload:** \_\_\_\_\_(FTE)

Full-Time

Part-Time Schedule (< 1.0 FTE)

**Required Day(s):** \_\_\_\_\_

If "Required Day(s)" is not a whole number (ex:104.4), complete "Partial day" box (below)

**Name** \_\_\_\_\_ **Campus** \_\_\_\_\_ **Empl ID** \_\_\_\_\_  
(Last, First)

NOTE: Once a date has been selected it cannot be deselected. To make changes to the work days in a given month, select the "Reset" button.

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Days Worked: _____						

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Days Worked: _____						

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Days Worked: _____						

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Days Worked: _____						

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Days Worked: _____						

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Days Worked: _____						

**Total Days (7.5hrs) Worked:**

**Partial day < 7.5 hrs\*:** \_\_\_\_\_ ; **Hours worked** \_\_\_\_\_  
\*If applicable (part-time) (Month/Day) (.##) x (7.5hrs)

Signature: \_\_\_\_\_  
*Employee*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
*Supervisor*

Date: \_\_\_\_\_