

# Classified Annual Worksheet

## Instructions

### Intent:

The intent of this worksheet is to provide a uniform and consistent way of allocating holiday pay to those classified employees working less than full time (.500 - .000 FTE).

According to the classified contract employees who work less than full-time (1.00 FTE) on an annual basis will receive a pro-rated portion of the twelve holidays. Holiday hours will be based on annual FTE. Holiday hours received in excess or not received will be adjusted in June.

To equalize the employee's gross pay over their working months.

To assist in the preparation of the PAF by providing convenient and accurate data.

### Who Does this Apply to:

Classified employees whose annual working schedule is less than 1.00 FTE.

### How to Complete this Form:

**Obtain:** Employee's required information:  
Name, L number, Level and Step  
Employee's annual work schedule which contains their days and hours of work.  
Number of pay periods.

### Steps:

- 1 Enter name, position and academic year.
- 2 Enter the level, step and per pay period gross amount (semi-monthly rate) and the hourly rate from the Classified Salary Schedule.

### Work Schedule Information:

- 3 **Does this position work during the breaks?** Yes or No.
- 4 **Begin and End dates:** Enter the academic year begin and end dates.
- 5 **Work Days:** Enter the number of hours scheduled to work each day of the week.
- 6 **Hrs/Month:** Using the scheduled work week, calculate the paid hours (work plus holiday hours) scheduled to be worked for each month in the "Hrs/Month" column.
- 7 **Scheduled Holiday Hours:** Enter in the "Scheduled Holiday Hours" column the holiday hours that fall on a scheduled work day (i.e. If you work Monday through Thursday and the holiday was on a Friday, enter zero.)
- 8 **# of Pay Periods:** Enter the total number of pay periods for the year.

### Completion:

- 9 **PAF:** Prepare a Personnel Action Form (PAF ).
- 10 Send the PAF and a copy of the Classified Annual Worksheet to HR/ Payroll.

### Glossary:

**Adjusted Annual Salary** is the calculation of total hours for the year times the Hourly rate.

**Appointment %** is the Assigned Salary divided by the per pay period gross amount.

**Assigned Salary** is the Adjusted Annual Salary divided by the number of pay periods.

**Hours Per Pay** is the Appointment % times the 86.67 full-time hours in a pay period.

**Number of Pay Periods** equals the total number of pays in the employee's work schedule.

**Annual FTE** is the Adjusted Annual Salary divided by full-time annual salary from the salary schedule.

**Eligible Holiday Hours** is based upon employee's FTE x the 96 annual holiday hours).

**Holiday Hours (Over Paid) or Due** is the number of hours to be adjusted on the pay in June.

# Lane Community College

Human Resource  
Classified Annual Worksheet

**Distribution:**

Send the PAF and a copy of this form to HR/Payroll.

Note: Yellow highlights designate areas that need to be completed.

Name	<input type="text"/>	"L" Number	<input type="text"/>
Academic Yr	<input type="text"/>	Department	<input type="text"/>
Position #	<input type="text"/>		
Level	<input type="text"/>	Semi-Monthly Gross Amt	<input type="text"/>
Step	<input type="text"/>	Hourly Rate	<input type="text"/>

**Work Schedule Information:**

Does this position work during the breaks? Yes  No

Begin Date  End Date

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Month	Hrs/Month	Total Pay	Scheduled Holiday Hours	Annual Holiday Hours
July	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
August	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
September	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
October	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
November	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
December	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
January	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
February	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
March	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
April	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
May	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
June	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Hours   
Annual FTE

Adjusted Annual Salary:

Appointment %:

Assigned Salary:  (Adjusted Annual Salary / Number of Pay Periods)

Hours Per Pay:  (Appointment % x 86.67 hours)

# of Pay Periods:

Eligible Holiday Hours:  (96 Hours x Annual FTE)

Holiday Hours (Over Paid) or Due:

**PAF Data:**

Hourly Rate	Annual Salary	Appt %	Assigned Salary	Hours Per Pay
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Payroll Only:

HPO \_\_\_\_\_  
VPO \_\_\_\_\_

Entered: \_\_\_\_\_

# Lane Community College

Human Resource  
Classified Annual Worksheet (Mid-Year Adjustment)

**Distribution:**  
Send the PAF and a copy of this form to HR/Payroll.

**Note:** Yellow highlights designate areas that need to be completed.

<b>Name</b>	<input style="width: 95%;" type="text"/>	<b>"L" Number</b>	<input style="width: 95%;" type="text"/>
<b>Academic Yr</b>	<input style="width: 95%;" type="text"/>	<b>Department</b>	<input style="width: 95%;" type="text"/>
<b>Position #</b>	<input style="width: 95%;" type="text"/>		
<b>Level</b>	<b>Step</b>	<b>Semi-Monthly Gross Amt</b>	<b>Hourly Rate</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Month	Hrs/Month	Total Pay	Scheduled	Annual
July	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
August	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
September	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
October	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
November	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
December	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
January	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
February	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
March	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
April	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
May	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
June	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

**Total Hours**  
**Annual FTE**

<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>

**Adjusted Annual Salary:**

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
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**Appointment %:**

**Assigned Salary:**

(Adjusted Annual Salary / Number of Pay Periods)

**Hours Per Pay:**

(Appointment % x 86.67 hours)

**# of Pay Periods:**

**Eligible Holiday Hours:**

(96 Hours x Annual FTE)

**Holiday Hours (Over Paid) or Due:**

**Paid SM**

 to **SM** 


**New Adjusted Annual Salary:**

**Balance Owning:**

**Number of Pay Periods Remaining:**

**Per Pay Period:**

**FOAP:**

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
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**Note:** This form is used for mid-year adjustments to work schedule

**Balance Owning:** Enter as MIS pay on PHAHOUR. Override the FOAP to be the departing department.

**Holiday Hours (Over Paid) or Due:** Hours are adjusted or paid in June of each year and charged to the new department.

**Comments:**

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