

ACA Hours of Service Tracking Record

Record hours of service below for all employees paid on stipend or salary.

Last Name:				First Name:				MI:		B Number:				Employee Category:		
Department Name:							Position Description:					Month:				
Date:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
ACA Hours of Service																
Date:	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
ACA Hours of Service																
Comments:																
Employee Signature:												Date:				
Supervisor Signature:												Date:				

NOTE: Hours of service for adjunct faculty are calculated as described below.

Adjunct faculty: Record 2 1/4 hours of service for each credit hour of teaching time. Record an hour of service for each additional hour outside of the classroom spent performing related duties.

For example:

Required Activity	Calculation	Hours of Service Recorded per week
Teaching 12 credit hours per week	12 x 2.25 hours of service	27 hours of service
Non-instructional activity	3 hours	3 hours of service
Total		30 hours of service

Record Retention: ACA time tracking records are subject to the same audit and record retention requirements as current timesheets.