



Milwaukee Area Technical College

PART TIME FACULTY PERCENT OF LOAD TIME REPORT

NAME: _____

COSMO ID _____

PAY PERIOD: _____

* EMPLOYEE SIGNATURE: _____

* SUPERVISOR SIGNATURE: _____

SUPERVISOR: _____

*Authorization and Approval for pay of time indicated.

TYPE	S	M	T	W	T	F	S	S	M	T	W	T	F	S	TOTAL
	U	O	U	E	H	R	A	U	O	U	E	H	R	A	
SICK LEAVE															
PROFESSIONAL LEAVE															
OTHER															
CODE FOR OTHER															

OTHER LEAVE CODES

DD – DUTY INCURRED DISABILITY
MP – MATERNITY DISABILITY LEAVE
NP – LEAVE NO PAY

JD – JURY DUTY
ML – MILITARY LEAVE
O – OTHER (SPECIFY) _____

INSTRUCTIONS

INDICATE ANY ABSENCE FROM YOUR ASSIGNMENT BY TYPE AND AMOUNT OF TIME IN CLOCK HOURS BELOW THE DATE IT OCCURRED. YOUR ASSIGNMENT FOR ANY DAY IS DETERMINED BY YOUR PROGRAM, SO PLEASE CONSULT YOUR PROGRAM WHEN CALCULATING TIME. IF YOUR ABSENCE IS FOR A REASON OTHER THAN LISTED IN THE TABLE ABOVE, PLEASE CONSULT "OTHER LEAVE CODES". ON THE LAST DAY OF THE PAY PERIOD, TOTAL BY TYPE THE HOURS INDICATED, THEN SIGN AND SUBMIT THE TIME REPORT TO YOUR SUPERVISOR OR DESIGNEE.

Timesheets received after the due date will be processed on the following pay date.

PART-TIME FACULTY PAY DATES

The following schedule indicates the pay period, the date paid, and the time reports due date for the PART-TIME FACULTY payroll school year 2016-2017.

Full-time faculty and staff who have assignments that qualify for additional earnings will have a separate part-time faculty check processed in addition to their regular bi-weekly earnings. Part-time faculty earnings will be disbursed in accordance to the following pay dates:

PAY PERIOD			TIME REPORTS DUE DATE		PAY DATE
08/14/16	TO	08/27/16	08/26/16		09/09/16
08/28/16	TO	09/10/16	09/09/16		09/23/16
09/11/16	TO	09/24/16	09/23/16		10/07/16
09/25/16	TO	10/08/16	10/07/16		10/21/16
10/09/16	TO	10/22/16	10/21/16		11/04/16
10/23/16	TO	11/05/16	11/04/16		11/18/16
11/06/16	TO	11/19/16	11/18/16		12/02/16
11/20/16	TO	12/03/16	12/02/16		12/16/16
12/04/16	TO	12/17/16	12/16/16		12/30/16
12/18/16	TO	12/31/16	12/23/16	**	01/13/17
01/01/17	TO	01/14/17	01/13/17		01/27/17
01/15/17	TO	01/28/17	01/27/17		02/10/17
01/29/17	TO	02/11/17	02/10/17		02/24/17
02/12/17	TO	02/25/17	02/24/17		03/10/17
02/26/17	TO	03/11/17	03/10/17		03/24/17
03/12/17	TO	03/25/17	03/24/16		04/07/17
03/26/17	TO	04/08/17	04/06/16	**	04/21/17
04/09/17	TO	04/22/17	04/21/17		05/05/17
04/23/17	TO	05/06/17	05/05/17		05/19/17
05/07/17	TO	05/20/17	05/19/17		06/02/17
05/21/17	TO	06/03/17	06/02/17		06/16/17
06/04/17	TO	06/17/17	06/16/17		06/30/17
06/18/17	TO	07/01/17	06/30/17		07/14/17
07/02/17	TO	07/15/17	07/14/17		07/28/17
07/16/17	TO	07/29/17	07/28/17		08/11/17
07/30/17	TO	08/12/17	08/11/17		08/25/17
08/13/17	TO	08/26/17	08/25/17		09/08/17

****Earlier time change for submission and Supervisor approval**

TIME SHEETS MUST BE RECEIVED IN THE PAYROLL OFFICE BY THE DUE DATE TO RECEIVE PAYMENT ON THE STATED PAY DATE. LATE TIME SHEETS WILL BE PROCESSED ON THE FOLLOWING PAY DATE.