

Course Hours
Record Worksheet

Instructions: Record the number of work hours per week devoted to the course(s) outlined in your offer letter. Note additional hours require pre-approval by the Academic Department.

Employee Name:	
EID#	E
Course Name:	
Semester Length (e.g. 7.5, 15 weeks)	
Course Credit Hour	
Agreed Upon Scheduled Work Hours:	

	List Week Date	Document Hours Worked*
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
	Total Reported Hours	

* Note additional hours worked above the agreed upon scheduled work hours requires Academic Department pre-approval.

Employee Signature

Date

Submit this completed form to the Compensation Office, 140 McKenny to process for payment. Contact the Director, Compensation and Employment (487-2275) with questions.