



# PRORATED ADJUSTED FTEF (CLASSROOM)

BUSINESS PROCESS: CANCEL CLASS  
MODULE: CURRICULUM MANAGEMENT

## INSTRUCTIONS

This handout is an overview of how to prorate Adjusted FTEF for an instructor who taught a portion of a class section. To prorate the Adjusted FTE, you must know the actual hours taught for the assignment.

### Calculations:

$$\text{Prorated Adjusted FTE} = \frac{\text{Total Actual Hours Taught}}{\text{Maximum Hours}} \times \frac{X}{\text{Class Section FTE}}$$

Or

$$\text{Prorated Adjusted FTE} = (\text{Total Actual Hours Taught} \div \text{Max Hours}) \times (X \times \text{Class Section FTE})$$

## EXAMPLE

Instructor taught two (2) classes before the class section was cancelled on 08/21/2019.

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface				
Course ID	008501	Course Offering Nbr	1									
Academic Institution	San Diego Community Coll Dist											
Term	Fall 2019	Undergrad										
Subject Area	ENGL	English										
Catalog Nbr	101	Reading and Composition										
<b>Class Sections</b>								Find   View All   First 2 of 83				
Session	1	Regular Academic Session	Class Nbr	14568								
Class Section	1002	Component	Lecture	Event ID								
Associated Class	1002	Units	3.00									
Minimum Hours	48.00	Maximum Hours	54.00	Scheduled Hours	52.70	Total Hours	52.70	Override FTE:	<input type="checkbox"/>			
Number of Weeks	16	Number of Days	31	TBA Hours	0.00	Class Section FTE	0.200					
DAH	1.70	WAH	3.40	FTEs Report Term	2197	FTEs Prior Summer	<input type="checkbox"/>	FTEs Report Term Override <input type="checkbox"/>				
<b>Meeting Pattern</b>								Find   View All   First 1 of 1 Last				
Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
			11:10AM	12:35PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/19/2019 12/16/2019
Topic ID			Free Format Topic									
<input type="checkbox"/> Print Topic On Transcript				Contact Hours				TBA Hours				



STEP	Instructions
1)	Determine the <b>Actual Hours Taught</b> by the instructor.

The class met on Monday (08/19/2019) and on Wednesday (08/21/2019).

The class meets from 11:10am to 12:35pm.

11:10am to 12:10pm = 60 minutes (1.00 hour)

+ 12:10pm to 12:35pm = 25 minutes (0.4166 hour or 0.42 hour)

**Actual Hours Taught = 85 minutes or 1.42 hours**

**Total Actual Hours Taught = 2.84 hours**

The instructor will be entering 1.42 hours for both 08/19/2019 and 08/21/2019 into their time sheet. The instructor will be paid for a total of 2.84 hours for the cancelled class section.

STEP	Instructions
2)	Determine the <b>Factor (X)</b> for the instructor.  $\text{Factor} = \frac{\text{Total Actual Hours Taught}}{\text{Max Hours}}$

$$\text{Factor} = \frac{2.84 \text{ Hours}}{54.00 \text{ Hours}}$$



$$0.05259259 = \frac{2.84 \text{ Hours}}{54.00 \text{ Hours}}$$

STEP	Instructions
3)	Determine the <b>Prorated Adjusted FTE</b> for the instructor.  $\text{Prorated Adjusted FTE} = \text{Factor} \times \text{Class Section FTE}$

$$\text{Prorated Adjusted FTE} = \text{Factor} \times \text{Class Section FTE}$$

$$\text{Prorated Adjusted FTE} = 0.05259259 \times 0.200$$

$$\text{Prorated Adjusted FTE} = 0.01051852$$

$$\text{Prorated Adjusted FTE} = 0.011 \text{ (rounded)}$$



STEP	Instructions
4)	Enter the <b>Prorated Adjusted FTE</b> for the instructor in the <b>Instructors for Meeting Pattern</b> fields.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 008501 Course Offering Nbr 1  
 Academic Institution San Diego Community Coll Dist  
 Term Fall 2019 Undergrad  
 Subject Area ENGL English  
 Catalog Nbr 101 Reading and Composition

**Class Sections** Find | View All First 2 of 83

Session 1 Regular Academic Session Class Nbr 14568  
 Class Section 1002 Component Lecture Event ID  
 Associated Class 1002 Units 3.00  
 Minimum Hours 48.00 Maximum Hours 54.00 Scheduled Hours 0.00 Total Hours 0.00 Override FTE:   
 Number of Weeks 16 Number of Days TBA Hours 0.00 Class Section FTE 0.200  
 DAH 0.00 WAH 0.00 FTES Report Term 2197 FTES Prior Summer  FTES Report Term Override

Error Hours

**Meeting Pattern** Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
 08/19/2019 12/16/2019  
 Topic ID Free Format Topic  
 Print Topic On Transcript Contact Hours TBA Hours

**Instructors For Meeting Pattern** Personalize | Find | View All First 1 of 1 Last

ID	Name	*Instructor Role	Print	Empl Rcd#	Job Code	Assign Type	Weekly Hours	SEC-FTE	ADJ-FTE	Assignment FTE %
	Lopez, Manuel	Primary Instructor	<input checked="" type="checkbox"/>	2	A5183	Time Str	0.0000	0.200	0.011	1.10

STEP	Instructions
5)	Enter the <b>Actual Hours Taught</b> into the <b>Paid Hours</b> field on <b>Instructor Term Workload</b> .

**Term Workload**  
Lopez, Manuel ID

**Workload Definition** Find | View All First 1 of 6 Last

Academic Institution SDCCD San Diego Community Coll Dist Total Term FTE% 94.40  
 Term 2197 Fall 2019  
 Instructor Assignment Class A1 Contract College Classroom  
 Academic Organization C-ENGLHUM

Calculate Workload:  Assigned FTE % 140.00  
 Limit Workload:  Instructor Multiplier % 100

Campus	*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	*Assign Type	Weekly Assignment Hours	Start Date	End Date	App Load	Assignment FTE %	Paid Hours	Comments	
CITY	Adv Poetry	ENGL	247B	1001	14715		Lecture	0.0000	0.00	08/19/2019	12/16/2019	<input checked="" type="checkbox"/>	0.00		
CITY	Writing Seminar - Poetry	ENGL	247A	1001	14714		Lecture	0.0000	0.00	08/19/2019	12/16/2019	<input checked="" type="checkbox"/>	6.70	0.00	
CITY	Writing Seminar - Poetry	ENGL	247A	1001	14714		LectOverld	0.0000	0.00	08/19/2019	12/16/2019	<input checked="" type="checkbox"/>	13.30	35.91	
CITY	Reading and Composition	ENGL	101	1200	15385		Lecture	0.0000	0.00	08/26/2019	12/16/2019	<input checked="" type="checkbox"/>	20.00	0.00	
CITY	Reading and Composition	ENGL	101	1002	14568		Time Sheet	0.0000	0.00	08/19/2019	12/16/2019	<input checked="" type="checkbox"/>	1.10	2.84	Canceled; Taught 8/19/19 & 8/21/19