

TOTALS NEEDED

1. No. by Rank
2. No. by Tenure Status
3. No. by Position
4. Total Credit Hours each staff member
5. Total Credit Hours each Minor Program under Inst. & D.R. - Undergraduate
6. Total Credit Hours each Program Element under Inst. & D.R. - Undergraduate
7. Total Contact Hours each Minor Program under Inst. & D.R. - Graduate
8. Total Contact Hours each Program Element under Inst. & D.R. - Graduate
9. Number of Staff Members by Staff Category
10. Number of Dollars Paid by Staff Category
11. No. of Service Months by Staff Category
12. No. of Dollars by Source of Funds Category for
 - a. Instruction
 - b. Research
 - c. Public Service
 - d. Administration
 - e. All Fourfor
 - a. Each Major Program
 - b. Each Minor Program
 - c. Each Program Element
 - d. Each Institution
13. No. of Dollars for
 - a. Instruction
 - b. Research
 - c. Public Service
 - d. Administration
 - e. All fourfor
 - a. Each Major Program
 - b. Each Minor Program
 - c. Each Program Element
 - d. Each Institution

*minimty status
preparations*

Checks and Calculations:

1. Total Pay in Card Type 1 must equal the sum of the pay fields in Card Type 2
2. Total Pay in Card Type 1 must equal the sum of the pay allocation fields in Card Type 3 for all type 3 cards.
3. Credit Hours for courses taught by supervision should not exceed the number of contact hours.
4. The Number of Service Months in Card Type 2 should equal 9 for Staff Category 1 and 3 for Staff Category 2; for Staff Category 5 and Staff Category 6 use the value in the card (if specified and greater than zero)---otherwise, use a formula such as the following one:

[No. of Credit Hours times 9 +

(No. of Contact Hours - No. of Credit Hours) times 4.5]

divided by a Base Value

Base Value = 30 for academic year; Base Value = 10 for summer