

Effort Calculation Factors:

12-month employees & Full-time Classified – Calendar Year

| Effort Unit | Maximum Per Year |
|---------------|------------------|
| Hours | 2080 |
| Days | 260 |
| Weeks | 52 |
| Person Months | 12 |

9-Month Employees (referred to 10 month employees in HRMS) – Academic Year

| Effort Unit | Maximum Per Year |
|---------------|------------------|
| Hours | 1560 |
| Days | 195 |
| Weeks | 39 |
| Person Months | 9 |

9-Month Employees (10 month in HRMS) – Summer Months

| Effort Unit | Maximum Per Year |
|---------------|------------------|
| Hours | 520 |
| Days | 65 |
| Weeks | 13 |
| Person Months | 3 |

11-Month Employees – Academic Year

| Effort Unit | Maximum Per Year |
|----------------------------------|------------------|
| Hours (2080/12 months*11 months) | 1906.67 |
| Days (Weeks * 5) | 238.33 |

| | |
|------------------|-------|
| Weeks (Hours/40) | 47.67 |
| Person Months | 11 |

11-Month Employees – Summer

| | |
|-----------------|------------------|
| Effort Unit | Maximum Per Year |
| Hours (2080/12) | 173.33 |
| Days | 21.67 |
| Weeks | 4.33 |
| Person Months | 1 |

Part-Time or Wage Employees – 1500 Calendar Year

**Can work 52 weeks or 12 months so long as they do not exceed the effort listed below*

| | |
|---------------------------------|-------------------------|
| Effort Unit | Maximum Effort Per Year |
| Hours | 1500 |
| Days | 187.5 |
| Weeks (1500/40) | 37.5 |
| Person Months (1500/2080*12) | 8.653846 |

Student Employees – Academic Year

**20 hours max per week, can work 39 weeks or 9 months per Academic Year so long as the effort indicated below is not exceeded*

| | |
|---|------------------|
| Effort Unit | Maximum Per Year |
| Hours * Based on 20 hours max per week | 720 |

| | |
|----------------------------|------|
| Days | 195 |
| Weeks (780/40) | 19.5 |
| Person Months (780/1560*9) | 4.5 |

Student Employees – Summer

| Effort Unit | Maximum Per Year |
|------------------------------------|------------------|
| Hours * based on 40 hours per week | 520 |
| Days | 65 |
| Weeks | 13 |
| Person Months | 3 |