

PART-TIME FACULTY PAY  
AND  
AFFORDABLE CARE ACT HOURS TRACKING

Scenario	Count the Hours for ACA	Submit Payment Request	Special Notes
Part-time Faculty Completing <i>Required</i> Trainings/Meetings for Employment (Orientation, Clery Act, Hazardous Materials, Etc.)	NO	NO	Required by State of Georgia and/or Board of Regents as a condition of Employment
Part-time Faculty Teaching as Instructor of Record for a Course listed in Banner	YES	YES	
Part-time Faculty Teaching as Co-Instructor of Record for a Course listed in Banner	YES	YES	
Part-time Faculty <i>Required</i> to Shadow an Instructor during Semester (in a classroom with KSU students)	YES	YES	
Part-time Faculty Shadowing an Instructor during Semester (in a classroom with KSU students) - <i>Not Required</i>	NO	NO	
Part-time Faculty Teaching a Continuing Education Course or performing other non-instructional assignments	YES	YES	
Part-time Faculty Attending a <i>Mandated or Required</i> Instructional or Professional Development Training/Workshop/Conference (whether or not assigned to courses or non-instructional assignments during the semester)	YES	YES	See Notes re: Travel
Part-time Faculty Attending an Instructional or Professional Development Training/Workshop/Conference <i>Not Required</i> but is Paid by the University (whether or not assigned to courses or non-instructional assignments during the semester)	YES	YES	See Notes re: Travel; Unless the unit hosting the workshop or event is going to pay all participants (the same amount), there will be no payment made to anyone.
Part-time Faculty Attending a Training/Workshop/Conference <i>Not Required</i> and/or not paid by the University (on their own time) (whether or not assigned to courses during the semester)	NO	NO	
Part-time Faculty Assigned to Courses Attending <i>Required</i> Department Meetings during the Semester	YES	NO	Payment Built into Course Payment
Part-time Faculty NOT Assigned to Courses Attending <i>Required</i> Department Meetings during the Semester	YES	YES	Must Pay if the Department Requires Attendance
Part-time Faculty Assigned to Courses Holding <i>Required</i> Office Hours for Meeting Students	YES	NO	Payment Built into Course Payment
Part-time Faculty Assigned to Courses Performing Standard Course Preparation for Assigned Courses	YES	NO	Payment Built into Course Payment; Standard Course Preparation Does Not Include Extensive Research on a Topic or Subject Matter to be Taught or Leisure Reading on Related Subject Matters
Part-time Faculty Assigned to Courses Performs Extensive Research on a Topic or Subject Matter to be Taught (above and beyond department chair expectations for course)	NO	NO	Standard Course Preparation Does Not Include Extensive Research on a Topic or Subject Matter to be Taught
Part-time Faculty Assigned to Courses Performs Leisure Reading on Related Subject Matters	NO	NO	Standard Course Preparation Does Not Include Leisure Reading on Related Subject Matters
Travel for Clinical Visits, Site Visits, Etc. (i.e.,			