

## Instructions for Completion of Pro-Rata Sheets

1. The weekly hours are listed at the top of the Pro-Rata Sheet
2. Every week on the schedule need not be the same for the listed weeks as long as the total hours do not exceed the annual hourly limit
3. Holiday hours have been listed in the yellow squares for your convenience
4. The total scheduled hours, **including holiday hours** cannot exceed the annual hourly limit
5. If normal weekly hours are divided between 3 or 4 days instead of 5 you will need to adjust the schedule in a week with a holiday
6. Example: An employee who is normally scheduled to work 20 hours a week - 5 hours on Monday, Tuesday, Wednesday and Thursday. In weeks with a holiday on a Friday this employee will receive 4 hours for the holiday. So the hours that the employee will ***actually have to work*** for that week will be only 16 hours. The pro-rata should show 4 hours of holiday on Friday and the other 16 hours in any configuration from Monday through Thursday (8 hours Mon and Tues and zero on Wed and Thurs, **OR** 4 hours each day Mon through Thurs, **etc.**).
7. Remember that what is shown on the Pro-Rata is what the employee is expected to work. Any hours worked that are different from the Pro-Rata must go on the white time sheet that is turned in monthly.
8. Any hours worked over the normal scheduled hours are considered comp time and **MUST BE APPROVED BY A SUPERVISOR PRIOR TO WORKING THESE HOURS**. They are reported on the white monthly time sheet and not the Pro-Rata
9. If annual leave is being used for part of a holiday or for Spring Break, it does not have to be shown on the Pro-Rata. The leave has to be reflected on the monthly time sheet. We do not post leave from the Pro-Rata