

## PeopleAdmin ACA Calculation Worksheet

To Be Completed by Department			
Name: (Last, First, Middle)			
Appointment Dates:	through	<b>Hours</b>	<b>Faculty</b>
1. Enter in the Appointment Dates in the mm/dd/yyyy format. 2. If the employee is Faculty, enter the Total Credit Hours. 3. If the employee is Staff, enter in the Hours Per Week.		Total Crdt Hrs	
		Hrs Per Wk	
		Hrs Per Appt	