

**NON-STUDENT MONITORING WORKSHEET
YEAR 2015**

| PAY CYCLE | PAY CYCLE END DATE | SCHEDULE HRS PER PAY CYCLE | HALF-TIME HRS PER PAY PERIOD | MONTHLY TOTAL HALF-TIME HOURS | ACTUAL HOURS WORKED |
|-----------|-----------------------|-------------------------------|---------------------------------|----------------------------------|---------------------------|
| 1 of 1 | 01/15/15 | 88 / 2 | 44 | | |
| 2 of 1 | 01/31/15 | 88 / 2 | 44 | 88 | |
| 1 of 2 | 02/15/15 | 80 / 2 | 40 | | |
| 2 of 2 | 02/28/15 | 80 / 2 | 40 | 80 | |
| 1 of 3 | 03/15/15 | 80 / 2 | 40 | | |
| 2 of 3 | 03/31/15 | 96 / 2 | 48 | 88 | |
| 1 of 4 | 04/15/15 | 88 / 2 | 44 | | |
| 2 of 4 | 04/30/15 | 88 / 2 | 44 | 88 | |
| 1 of 5 | 05/15/15 | 88 / 2 | 44 | | |
| 2 of 5 | 05/31/15 | 80 / 2 | 40 | 84 | |
| 1 of 6 | 06/15/15 | 88 / 2 | 44 | | |
| 2 of 6 | 06/30/15 | 88 / 2 | 44 | 88 | |
| 1 of 7 | 07/15/15 | 88 / 2 | 44 | | |
| 2 of 7 | 07/31/15 | 96 / 2 | 48 | 92 | |
| 1 of 8 | 08/15/15 | 80 / 2 | 40 | | |
| 2 of 8 | 08/31/15 | 88 / 2 | 44 | 84 | |
| 1 of 9 | 09/15/15 | 88 / 2 | 44 | | |
| 2 of 9 | 09/30/15 | 88 / 2 | 44 | 88 | |
| 1 of 10 | 10/15/15 | 88 / 2 | 44 | | |
| 2 of 10 | 10/31/15 | 88 / 2 | 44 | 88 | |
| 1 of 11 | 11/15/15 | 80 / 2 | 40 | | |
| 2 of 11 | 11/30/15 | 88 / 2 | 44 | 84 | |
| 1 of 12 | 12/15/15 | 88 / 2 | 44 | | |
| 2 of 12 | 12/31/15 | 96 / 2 | 48 | 92 | |
| | TOTAL | 2,088 | 1,044 | 1,044 | |

Non-student employee must work six (6) consecutive months at half-time or greater to become eligible at the start of the seventh month for state medical insurance.