

South Orange County Community College District

Classified Employee's Annual Schedule/Calendar

**INSTRUCTIONS**

**Every fiscal year or anytime an employee has a change to his or her work schedule, a NEW Classified Employee's Annual Schedule MUST be completed, approved and submitted to Payroll. Failure to submit this schedule as required may delay an employee's paycheck. Please contact Payroll at 949-582-4890 if you have any questions.**

**PART 1** – Complete the following required information:

- Employee Name
- Employee ID
- Position
- Operating Unit
- Shift Differential (*select No/Yes*)
- Number of Months (*select month*)
- Bi-Lingual Differential (*select No/Yes*)
- Work Location (*select location*)
- Effective Dates
- Workday Schedule

– Required Signatures

- Employee Signature/Date
- Administrator Signature/Date
- President Signature if required

**STOP HERE unless you are scheduled less than 12 months or on a 9/80 work schedule.**

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**PART 2** – For 9/80 schedules and 10 or 11 month employees

*Complete the calendar portion of the Classified Employee's Annual Schedule (page 2). If you are unsure whether you need to complete this section, please contact Payroll for clarification.*

1. **If you are on a 9/80 schedule**, circle in RED the calendar dates that you are not scheduled to work in the 9/80 cycle.
2. **If you are a 10 or 11 month employee**, circle in RED the month and/or days you must take leave without pay based on your 10 or 11 month schedule. If you are taking intermittent days off, note the number of hours leave without pay at the end of each month. Please review this information and ensure that you have taken the total number of hours OFF based on your calendar selections. You may need to adjust your calendar in order to meet the required total hours.

In a separate attachment, note additional information or details as needed.

**Save a copy for your records, prior to submitting the original to Payroll.**