

Appendix B

**ACA Hours of Service Tracking Record**

Record hours of service below for all employees paid on stipend or salary. Hours of service are all hours for which an employee is paid or is entitled to pay. Hours of service include actual hours worked and all paid time off including vacation, holiday, illness, incapacity (including disability), jury duty, layoff, military duty, leave under the Uniformed Services Employment and Reemployment Rights Act (USERRA), leave under the Family and Medical Leave Act (FMLA), and paid leave of absence.

**Additional Pay:** All hours of service that are paid on an Additional Pay ePAF should be recorded on this form.

**Payroll Reporting:** The hours of service documented here should be reported in the payroll system using the earnings code ACA each pay period.

**Record Retention:** ACA time tracking records are subject to the same audit and record retention requirements as current timesheets.

<b>Last Name:</b>				<b>First Name:</b>				<b>MI:</b>		<b>EMPLID:</b>				<b>FTE:</b>		
<b>Department Name:</b>						<b>Account Number:</b>						<b>Month:</b>				
<b>Date:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
ACA Hours of Service																
<b>Date:</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Total</b>
ACA Hours of Service																
<b>Comments:</b>																
<b>Employee Signature:</b>													<b>Date:</b>			
<b>Supervisor Signature:</b>													<b>Date:</b>			

This document is available electronically as a spreadsheet here: <https://apps.hr.ou.edu/dms/GetDocuments.aspx?p=ACA+Workforce+Management>

**NOTE:** Hours of service for adjunct faculty and graduate assistants (GAs: graduate teaching assistants (GTAs), and graduate research assistants (GRAs)) are calculated as described below.

**Adjunct faculty and GTAs (Instructors of Record):** Record 2 1/4 hours of service for each credit hour of teaching time. Record an hour of service for each additional hour outside of the classroom spent performing related duties including required office hours or required attendance at faculty meetings.

For example:

Required Activity	Calculation	Hours of Service Recorded per week
Teaching 12 credit hours per week	12 x 2.25 hours of service	27 hours of service
Office hours	2 hours	2 hours of service
Faculty/staff meetings	1 hour	1 hour of service
<b>Total</b>		<b>30 hours of service</b>

**GRAs and GTAs (Not Instructors of Record):** Record hours of service as 10 hours per week for .25 FTE, 20 hours per week for .5 FTE, and 28 hours per week for .7 FTE.