PART-TIME FACULTY PAY
AND
AFFORDABLE CARE ACT HOURS TRACKING

Scenario	Count the Hours for ACA	Submit Payment Request	Special Notes
Part-time Faculty Completing *Required* Trainings/Meetings for Employment (Orientation, Clery Act, Hazardous Materials, Etc.)	NO	NO	Required by State of Georgia and/or Board of Regents as a condition of Employment
Part-time Faculty Teaching as Instructor of Record for a Course listed in Banner	YES	YES	
Part-time Faculty Teaching as Co-Instructor of Record for a Course listed in Banner	YES	YES	
Part-time Faculty *Required* to Shadow an Instructor during Semester (in a classroom with KSU students)	YES	YES	
Part-time Faculty Shadowing an Instructor during Semester (in a classroom with KSU students) - *Not Required*	NO	NO	
Part-time Faculty Teaching a Continuing Education Course or performing other non-instructional assignments	YES	YES	
Part-time Faculty Attending a *Mandated or Required* Instructional or Professional Development Training/Workshop/Conference (whether or not assigned to courses or non-instructional assignments during the semester)	YES	YES	See Notes re: Travel
Part-time Faculty Attending an Instructional or Professional Development Training/Workshop/Conference *Not Required* but is Paid by the University (whether or not assigned to courses or non-instructional assignments during the semester)	YES	YES	See Notes re: Travel; Unless the unit hosting the workshop or event is going to pay all participants (the same amount), there will be no payment made to anyone.
Part-time Faculty Attending a Training/Workshop/Conference *Not Required* and/or not paid by the University (on their own time) (whether or not assigned to courses during the semester)	NO	NO	
Part-time Faculty Assigned to Courses Attending *Required* Department Meetings during the Semester	YES	NO	Payment Built into Course Payment
Part-time Faculty NOT Assigned to Courses Attending *Required* Department Meetings during the Semester	YES	YES	Must Pay if the Department Requires Attendance
Part-time Faculty Assigned to Courses Holding *Required* Office Hours for Meeting Students	YES	NO	Payment Built into Course Payment
Part-time Faculty Assigned to Courses Performing Standard Course Preparation for Assigned Courses	YES	NO	Payment Built into Course Payment; Standard Course Preparation Does Not Include Extensive Research on a Topic or Subject Matter to be Taught or Leisure Reading on Related Subject Matters
Part-time Faculty Assigned to Courses Performs Extensive Research on a Topic or Subject Matter to be Taught (above and beyond department chair expectations for course)	NO	NO	Standard Course Preparation Does Not Include Extensive Research on a Topic or Subject Matter to be Taught
Part-time Faculty Assigned to Courses Performs Leisure Reading on Related Subject Matters	NO	NO	Standard Course Preparation Does Not Include Leisure Reading on Related Subject Matters
Travel for Clinical Visits, Site Visits, Etc. (i.e., Nursing, Education, Accounting, etc.)	YES	YES	See Notes re: Travel
Study Abroad	YES	YES	1) Part-time faculty cannot be the sole instructor of record; they can only serve as "Participating faculty" (i.e., they would be with a full-time faculty member). 2) In the role of participating faculty, they can only teach the equivalent of 2 credit hours (5.5 standard hours worked). 3) Additional hours for travel and course administration up to 19.25 standard hours per week is allowed. 4) The maximum number of hours a part-time faculty can teach plus travel plus additional administrative duties while serving on a study abroad is 19.25 standard hours per week.

Notes re: Travel

When part-time faculty travel on KSU business, then we should account for hours worked. Those hours should include:
- Any time spent actually working or representing KSU at the conference/meeting.

The remaining rules cover the times when a part-time faculty is on a trip and not working; e.g., riding in a car or on a plane, time spent away from home, etc.). These non-working times should also be included as KSU work hours:
- Travel time to a different work site from their normal work site, to the extent it exceeds their normal commute time (e.g., if we send someone to Macon, then the additional driving time beyond their normal commute is work time);
- Travel from one work site to another during a normal work day (e.g., from Kennesaw campus to Marietta campus for a meeting);
- Time during normal work hours when the employee is away on business, regardless of the day of the week (e.g., if an employee normally works 8am to 5pm with an hour for lunch on Monday through Friday, then the eight work hours from 8am to 5pm while the employee is on a business trip are work hours, whether they fall on weekdays or weekends, and whether the person is actually working);

Those hours should exclude:
- Normal commutes (travel from home to work and back).
- Travel time outside of normal working hours (e.g., if you normally work from 8am to 5pm and you're on a flight that doesn't land until 8pm, then those extra three hours are not work hours unless you are actually working, such as working on your laptop on the plane).