

NON-STUDENT MONITORING WORKSHEET  
YEAR 2009

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