

Clocking In to Compliance: Managing Time, Minimizing Risk

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This presentation will be recorded and shared for on-demand viewing at NCTitle2.org.

Membership Hours: The Definition You Need to Know



1G SBCCC 200.94

• These are classes with a definite beginning and ending time; predetermined days/times; included in the institution's master schedule or similar official documents; matching class hours assigned consistent with approval document; and all students in the class have the same meeting times (excluding labs/clinical/work-experience)



Student Status 101: Determining Eligibility in Memberships



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A student is considered "in membership" if all of the following are true:

- ✓ Enrolled in the course
- ✓ Has attended one or more classes on or before the 10% point in the course term
- ✓ Has not withdrawn or dropped the class on or before the 10% point





Don't Miss the Mark: Setting the Right Census Date

1G SBCCC 200.94

Calculation & Reporting

For regularly scheduled classes: Membership hours are calculated by multiplying (Number of Students in Membership at the 10% point) × (Total number of scheduled class/lab hours for the course as stated in official documents).

Accurate attendance records must be kept, signed by the instructor or lead instructor, and maintained for audit. The institution certifies the membership hours.



Census Date

Traditional Class = 10% of Total Scheduled Hours

Online = Total class hours divided by 4; count backwards from last day of class. Last day may not be census.



Behind the Numbers: Membership Census Calculation Explained



Census Date Example **Traditional Seated** Class: 96 hour class

Start Date: August 18, 2025 End Date: October 31, 2025

Class Schedule: MWF 9:00 am - 12:00 pm

Census Date: August 25, 2025

10% = 9.6 hours and that falls on August 25



Behind the Numbers: Membership Census Calculation Explained



Census Date Example Online Independently Scheduled

Class: 96 hour class

Start Date: August 18, 2025 End Date: October 31, 2025

96 hours/4 = 24 Count back 24 days from October 31

Census Date: October 8, 2025



Clocking In: What Are Contact Hours?



Definition of Contact Hours:

• The actual hours of attendance by a student in a scheduled class, laboratory, or other instructional activity for which the student is enrolled.

Statement on Documentation of Compliance Hours

In accordance with state compliance regulations, all instructional and student contact hours must be accurately recorded and totaled on a daily basis. Comprehensive documentation of these hours is required to ensure transparency, accountability, and adherence to reporting standards. This documentation shall be maintained in a verifiable format and be readily available for review during audits or compliance evaluations.

From Lesson to Ledger: How Instructor Pay Works



READINESS

Instructor payment documentation must be kept on file with class records.

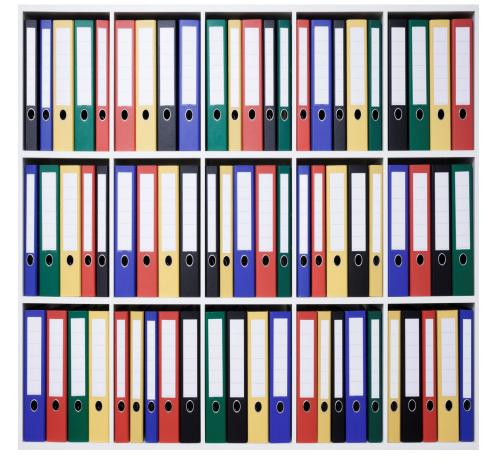
For multiple instructors
(both part-time and
full-time), specify the
number of hours
taught by each
individual.

For instructors paid via timesheets, ensure that timesheets are included in the class file.

The documentation should contain the class name, the hours each instructor taught, and details of the pay rate and total compensation.

Zero pay contracts-may be included for full-time faculty who taught hours in the class.

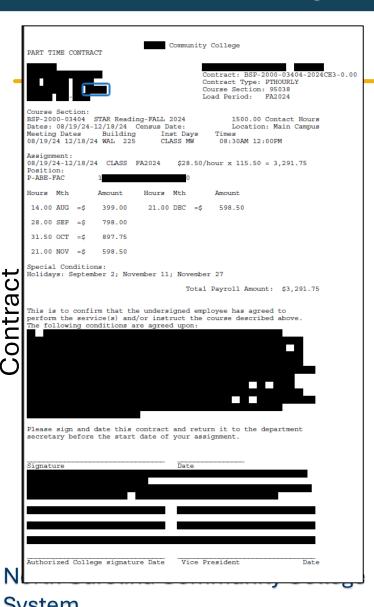
Remember, instructor pay must be EQUAL to or GREATER than the largest number of hours reported for an individual student on the attendance roster.





Part-time Instructor

Contract Examples



Full-time Instructor

				1	
PART TIME CONTRACT		Communit	ty College		
Colleague ID					
Last name, First name MI			Contract:		
Address			Contract Type: PTSTIPEND		
City, State Zip Code			Course Section:		
city, <u>state 21p</u> code			Course Section.		
Phone:			Load Period: SU2025		
Course Section:					
BSP-2000- AHS English 1			190.00 Contact Hours		
Dates: 05/16/25-08/14/25 Census Date:		sus Date:	Location: Main Campus - Interne		
Meeting Dates	Building	Inst Days		Times	
05/16/25 08/14/25	TBA TBA	CLASS SUMT	WTH	12:01AM 12:01AM	
Assignment:					
05/16/25-08/14/25		CLASS SU2025		\$0.00	
Position:					
Special Conditions:					
Open 24/7 online. This	includes hol	idavs.			
No pay contract full tim					
May-30 hours					
June-60 hours					
July-70 hours					
August-30 hours					
				Total Payroll Amount: \$0.00	
This is to confirm that t	ha undarrian	ad amplayed has	narood +	o perform the service(s) and/or instruct	
the course described al	_	eu empioyee nas	agreed t	o perioriii the service(s) and/or instruct	
are course described di	D04E.				
Signature		_	 Date		
orginature.			Date		

Helpful Resources

<u>2025-2026-NC-Distance-Learning-Manual-June-4-2025.pdf</u>

<u>2025-2026-Approved-CCR-Clocktime-Software-Programs.pdf</u>

<u>2025-2026-CCR-Clock-Time-Software-Approval-Form.docx</u>



COLLEGE & CAREER READINESS

