

Clocking In to Compliance: Managing Time, Minimizing Risk

Arbony Cooper, NC State Director, WIOA Title II
Amanda Tolar, Director of Compliance Services

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This presentation will be recorded and shared for on-demand viewing at [NCTitle2.org](https://www.nccta.org/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

- **1G SBCCC 200.94**

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- ✓ Has **not withdrawn or dropped** the class *on or before* the 10% point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

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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

$96 \text{ hours} / 4 = 24$

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

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.



Contract Examples

Part-time Instructor
Contract

PART TIME CONTRACT

Community College

Contract: BSP-2000-03404-2024CE3-0.00
Contract Type: PTHOURLY
Course Section: 95038
Load Period: FA2024

Course Section:
BSP-2000-03404 STAR Reading-FALL 2024 1500.00 Contact Hours
Dates: 08/19/24-12/18/24 Census Date: Location: Main Campus
Meeting Dates Building Inst Days Times
08/19/24 12/18/24 WAL 225 CLASS MW 08:30AM 12:00PM

Assignment:
08/19/24-12/18/24 CLASS FA2024 \$28.50/hour x 115.50 = 3,291.75
Position:
P-ABE-FAC 1

Hours	Mth	Amount	Hours	Mth	Amount
14.00	AUG	=\$ 399.00	21.00	DEC	=\$ 598.50
28.00	SEP	=\$ 798.00			
31.50	OCT	=\$ 897.75			
21.00	NOV	=\$ 598.50			

Special Conditions:
Holidays: September 2; November 11; November 27

Total Payroll Amount: \$3,291.75

This is to confirm that the undersigned employee has agreed to perform the service(s) and/or instruct the course described above. The following conditions are agreed upon:

Please sign and date this contract and return it to the department secretary before the start date of your assignment.

Signature _____ Date _____

Authorized College signature Date _____ Vice President _____ Date _____

Full-time Instructor
Contract

Community College

PART TIME CONTRACT

Colleague ID _____

Last name, First name MI _____ Contract: _____

Address _____ Contract Type: PTSTIPEND

City, State Zip 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: _____ Location: Main Campus - Interne

Meeting Dates Building Inst Days Times
05/16/25 08/14/25 TBA TBA CLASS SUMTWTH 12:01AM 12:01AM

Assignment:
05/16/25-08/14/25 CLASS SU2025 \$0.00

Position: _____

Special Conditions:
Open 24/7 online. This includes holidays.
No pay contract full time employee.

May-30 hours
June-60 hours
July-70 hours
August-30 hours

Total Payroll Amount: \$0.00

This is to confirm that the undersigned employee has agreed to perform the service(s) and/or instruct the course described above.

Signature _____ Date _____

Authorized College signature Date _____ Vice President Date _____

2025-2026-Approved-CCR-Clocktime-Software-Programs.pdf

2025-2026-CCR-Clock-Time-Software-Approval-Form.docx



**Got Questions? We've Got
Answers!**