

# Employer Announcement #103

## Reporting Hours for Community College and University Academic Staff

January 2024

*This employer announcement explains how to report **hours worked** by college and public university academic staff on and after January 1, 2024. To read the guidelines for reporting community college hours before that date, see [employer announcement 93 \(2015\)](#), “Community Colleges: Eligibility and Use of FTE from 2011–2023.”*

### Calculating hours

Before 2024, hours worked by community college academic employees were converted from full-time equivalent (FTE) to hours for PERS reporting.

[House Bill 2740](#) (2023) removed the FTE conversion and replaced it with a new calculation method:

- Each hour of lecture time or classroom instruction is reported to PERS as **2.67 hours**.
- All other work is reported as actual time worked.

The college or university is responsible for determining what is considered classroom time and what is considered other work.

### Earning PERS benefits

A PERS member must work at least 600 hours/calendar year to qualify to earn PERS benefits. To learn more, read [employer reporting guide 1, Overview of PERS](#), “PERS membership” section.

### Reporting employee hours

For instructions on how to report an employee’s time to PERS, read [employer reporting guide 9, Reporting Wages for a Qualifying Employee](#).

### For assistance

For questions or assistance with reporting, contact your [ESC representative](#).