

**Act 370 - Monthly Employment Reporting Form
Institutions of Higher Education**

All data shall be as of the last day of the month and reported by the 20th day of the following month. Data shall include, without limitation, all provisional, pool, and nine month positions as well as those created during the interim. Contractors and those students on work study programs shall not be counted in any number.

Count

Total number of appropriated full-time positions including any central growth pool positions approved during the interim.

Total number of provisional positions in use.

The number of full-time employees , including part time employees in a full time position.

Note: If job sharing, only count 1 employee per position. Nine-month faculty who are removed from the payroll but are still considered to be employed by the institution and are assumed to return the next semester **shall be included in the count during the months they are not on the payroll.**

Total number of employees in Provisional positions.

Total number of appropriated full-time positions including central growth pool positions approved during the interim, that are vacant.

Total number of active provisional positions that are vacant.

Total number of appropriated part-time and extra help positions.

Total number of part-time and extra help employees including faculty and graduate assistants.

Total number of vacant part-time and extra help positions.

Total amount of overtime paid out during the month.

Total amount of straight time paid out during the month.

Total amount of compensatory time taken during the the month.