

Part-Time Hours to Enter in OneUSG Connect

Classroom/Credit Hours	ACA Tracking Hours to Enter per Week
1	2.75
2	5.5
3	8.25
4	11
5	13.75
6	16.5
7	19.25

The hours entered into OneUSG Connect should correlate with the number of hours listed in the ACA Tracking Hours to Enter per Week column above.

- Examples:
 - Teaching one, 3 contact hour course: Total hours entered per week should equal 8.25 total. These can be divided per day as you see fit.
 - Teaching two, 3 contact hour courses: Total hours entered per week should equal 16.5 total. These can be divided per day as you see fit.
 - Teaching one, 2 contact hour course: Total hours entered per week should equal 5.5 total. These can be divided per day as you see fit.