



PUBLIC SCHOOL & EDUCATION EMPLOYEE
RETIREMENT SYSTEMS OF MISSOURI

Conversion of Credit Hours to Clock Hours

Per 169.560, RSMo

A new regulation goes into effect July 1, 2015 that will help you and the retirees you employ properly track post-retirement work. It provides consistency among PSRS/PEERS-covered public two-year colleges with regard to how credit hours are converted to clock hours.

This new regulation will also help keep retirees working as instructors at public two-year colleges from unknowingly exceeding the working after retirement limit on hours worked and as a result, forfeiting benefits.

(7) Effective July 1, 2015, for any employment teaching at a community college included in the system, each credit hour taught by a retired member will be the equivalent of thirty (30) hours for the purposes of this rule and section 169.560, RSMo, regardless of the number of hours actually worked by the retired member related to the course(s) taught. For any said course(s) taught during summer session, all hours for said course(s) shall be counted as having occurred during the school year in which the course(s) commence. Any hours worked performing additional duties for a community college not related to said course(s) for which a retired member receives compensation above and beyond that received for teaching said course(s) shall be counted on a hour-by-hour basis for the purposes of this rule and section 169.560, RSMo.

To convert credit hours to clock hours, the following formula is provided:

Conversion Formula
1 Credit Hour = 30 Clock Hours

Key Points of New Regulation for Community Colleges

- Effective July 1, 2015
- Applies only to post-retirement employment
- Applies to time currently being tracked by schools in credit hours
- Does not matter how many actual hours were worked related to the teaching of the class
- Summer school hours no longer split up by school year
- No change to tracking or reporting other work paid hourly (not included in the teaching assignment)

Working After Retirement Guidelines Have Not Changed

- Clock hours must be tracked and reported to PSRS/PEERS by all schools (and tracked by working retirees).
- Working after retirement limit is 550 hours per school year.
- Salary limits still apply for PSRS retirees.
- Penalty for exceeding working after retirement limits is loss of benefits.

Effect on Retirement Reporting

For affected individuals, the actual hours (not credit hours) worked are reported with each payroll. After using the conversion formula above to determine the total clock hours worked for the class being taught, you must consider the number of weeks the session lasts and how many pay periods take place within that time to determine the correct number of hours to report with each payroll. **See page 2 for reporting examples.**



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Reporting Examples

If John teaches a 3-credit-hour course over a 12-week session, a total of 90 clock hours must be reported. If payroll is processed bi-weekly, 15 clock hours should be reported to OASIS each of the 6 pay periods over that 12-week session.

Total Clock Hours	÷	Number of Payroll Periods	=	Total Number of Clock Hours to Report Each Pay Period
90	÷	6	=	15

If Susan teaches a 3-credit-hour course over an 8-week session, a total of 90 clock hours must be reported. If payroll is processed monthly, 45 clock hours should be reported to OASIS each of the 2 pay periods over that 8-week session.

Total Clock Hours	÷	Number of Payroll Periods	=	Total Number of Clock Hours to Report Each Pay Period
90	÷	2	=	45

If Crystal teaches a 3-credit-hour course over a 4-week session, a total of 90 clock hours must be reported. If payroll is processed monthly, all 90 clock hours should be reported to OASIS when payroll is processed.

Total Clock Hours	÷	Number of Payroll Periods	=	Total Number of Clock Hours to Report Each Pay Period
90	÷	1	=	90

If Bill teaches a 3-credit-hour course over a 16-week session, a total of 90 clock hours must be reported. If he receives half of his pay at the midpoint of the session and the remainder at the end of the session, 45 clock hours should be reported to OASIS each of those 2 pay periods over that 16-week session.

Total Clock Hours	÷	Number of Payroll Periods	=	Total Number of Clock Hours to Report Each Pay Period
90	÷	2	=	45

If Amy teaches two 3-credit-hour courses over an 8-week session, a total of 180 clock hours must be reported. If payroll is processed bi-weekly, 45 clock hours should be reported to OASIS each of the 4 pay periods over that 8-week session.

Total Clock Hours	÷	Number of Payroll Periods	=	Total Number of Clock Hours to Report Each Pay Period
180	÷	4	=	45

Questions?

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