**Fall 2019 USS Flex Schedule**

**Approved by Supervisors – July 17, 2019**

**Approved by Administrators – July 17, 2019**

**Effective dates: July 29th – December 28th, 2019**

**DARS** (Susan Cooper)

Mary: Monday – Friday 7:00 – 4:00 8hrs/day

Total: 40 hrs

**NCAA Section** (Susan Cooper)

Anne: Monday & Wednesday 7:30 – 4:30 8hr/day

Tuesday & Thursday 7:30 – 4:30 ½ lunch 8.5hrs/day

Friday 7:30 - 3:30 1 lunch 7.0hrs/day

Total: 40hrs

**Enrollment Services** (Tammie Campbell & Susan Cooper)

Marisa:

Week 1 Monday 8:00 – 12:00/12:30 – 2:30 6hrs/day

Tuesday – Friday 8:00 – 1:200/12:30 – 5:00 8.5hrs/day

Total: 40hrs

Week 2 Monday – Thursday 8:00 – 12:00/12:30-5:00 8.5hrs/day

Friday 8:00 – 12:00/12:30-2:30 6hrs/day

Total: 40hrs

Tammie:

Week 1 Monday 8:00 - 12:00/1:00 - 5:00 8hrs/day

Tuesday - Thursday 7:30 - 12:30/1:00 - 4:30 8.5hrs/day

Friday 7:30 – 12:30/1:00-2:30 6.5hrs

Total: 40hrs

Week 2 Monday 7:30–12:30/1:00 – 2:30 6.5hrs/day

Tuesday – Thursday 7:30-12:30/1:00 – 4:30 8.5hrs/day

Friday 8:00 - 12:00/1:00 - 5:00 8hrs

Total: 40 hrs

**Administration Section** (Susan Cooper)

Kathy F: Monday & Tuesday 7:30-12:00/12:30-4:3 0 8.5hrs

Wednesday & Thursday 7:30-12:00/1:00-4:30 8.0hrs/day

Friday 7:30-12:00/1:00-3:30 7.0hrs

Total: 40hrs

**Records** (Carrie Fink & Barb Nagel)

Carrie: Monday – Friday 8:00 – 5:00 (1hr lunch) 8hr/day

Total: 40hrs

Cyndi: Monday – Thursday 8:00 – 4:45 (¾hr lunch) 8hrs/day

Friday 8:00 – 4:30 (½hr lunch) 8hrs/day

Total: 40 hrs

Kathy J: Monday and Friday 8:00 – 5:00 (1hr lunch) 8hrs/day

Tuesday - Thursday 7:30 – 4:30 (1hr lunch) 8hrs/day

Total: 40 hrs

Rosemarie: Monday – Friday 7:30 – 4:30 (1hr lunch) 8hrs/day

Total: 40hrs

**CSS** (Carrie Fink)

Tracey: Monday – Friday 8:00 – 5:00 8hrs/day

(12:30 – 1:30 lunch) Total: 40hrs

**Transcripts** (Barb Nagel)

Kathy W: Monday - Tuesday 7:00 – 4:00 (45min lunch) 8.25hr/day

Wednesday 7:00 – 3:00 (45min lunch) 7.25hr/day

Thursday 7:00 - 3:45 (45min lunch) 8.00hr/day

Friday 7:00 – 4:00 (45min lunch) 8.25hr/day Total: 40hrs

**Student Systems Support Services** (Vickey Grochowski & Shannon Castleberry)

Marcia: Monday - Thursday 7:00/12:00 – 1:00/4:30 8.5hrs/day

Friday 7:00 – 1 6hrs

Total: 40hrs

Vickey: Monday-Friday 7:00-3:30 (½ lunch) 8hrs/day

Total: 40 hrs

**SIS** (Robert Auten)

Nancy: Monday 8:45-4:45 (½ hour lunch) 7.5hrs

Tuesday-Thursday 7:45-4:45 (½hr lunch) 8.5hrs/day

Friday 7:00-2:30 (½hr lunch) 7hrs

Total: 40hrs

**SIS** (Roger Eaton & Robert Auten)

Robert Bailey: Monday/Wednesday 8:00–5:00 (1hr lunch) 8hrs/day

Tuesday/Thursday 8–12:00/12:30–5 (½hr lunch) 8.5hrs/day

Friday 8:00 – 4:00 (1hr lunch) 7hrs/day

Total: 40hrs

Roger: Monday – Friday 7:30 – 4:30 (1hr lunch) 8hrs/day

Total: 40hrs