

**Employee AVERAGE Time Data Collection for Mandated Costs
308/95 ENROLLMENT FEE COLLECTION AND WAIVERS
WORKLOAD MULTIPLIERS**

Instructions for Forms 1.7-2 and 1.7-3

The purpose of this form is to provide information on how to prepare Form 1.7-2 for Enrollment Fee Collection (EFC) functions and Form 1.7-3 for Enrollment Fee Waiver (EFW) functions.

The Average Cost Method

This mandate program includes a large number of repetitive steps for the enrollment fee collection and the enrollment fee waiver process (BOGG, etc.). The reimbursement for this program is retroactive for many years, and it is unlikely that district staff has conducted any time studies or kept daily time records for the time spent to implement the mandate. In the absence of that type of documentation, cost can be determined by establishing an average time to complete each step of the enrollment fee collection and waiver process. These time averages are then multiplied by “workload multipliers.”

Employee Information

Each employee involved in the mandate process completes a Form 1.7-2 or 1.7-3. Staff names and exact job titles are required by the State Controller to support the annual claim for reimbursement.

Average Activity Time

For each step of the process in which the employee participates, an average time per student for the activity should be listed. After documentation for all employees is collected, a district wide average will be calculated so that no one employee’s response will control the outcome.

Actual Activity Time

If the employee time cannot be reported as an average, time should be reported on Form 1.6A (actual times by date) or Form 1.6B (annual summary).

Workload Multiplier

When preparing Form 1.7-2 and Form 1.7-3, for each step of the process in which the employee participates, indicate the relevant workload multiplier in the boxes to the right of the average time information. For example, the relevant multiplier for Code 11 on Form 1.7-2 may be multiplier EFC 1 below, that is, all students who enroll.

FORM 1.7-2 ENROLLMENT FEE COLLECTION FUNCTIONS

- EFC 1 Total number of students who enroll in the college
- EFC 2 Total number of students who paid enrollment fees
- EFC 3 Total number of students waived from enrollment fees (BOGG, etc.)
- EFC 4 Total number of students with enrollment fee accounts receivable (did not pay in full at time of registration)
- EFC 5 Total number of enrollment fee refunds due to change in waiver eligibility and not a result of just a change in class load.

FORM 1.7-3 ENROLLMENT FEE WAIVER FUNCTIONS (BOGG, etc.)

- EFW 6 Total number of enrollment fee waivers requested
- EFW 7 Total number of enrollment fee waivers granted
- EFW 8 Total number of enrollment fee waivers denied