

To change the **Monthly Schedule**:

1. Click in the month that you want to change and type in the new hours. For specific requirements for each field please see the table below.

Make sure that if you're taking hours out of a month in make-up hrs your using a Negative # in the month

you are making the hours up in another month. For example: Jan above you scheduled 50 hrs to meet. But you had 3 snow days. Each class is to meet 2 hrs. So you need to make up 6 hrs somewhere else.

Monthly Schedule / Funded Hours				
	Scheduled Hours	Max Hours	Make-Up Hours	Scheduled + Make-Up Hours
July	0.00	0.00	<input type="text" value="0.00"/>	0.00
August	0.00	0.00	<input type="text" value="0.00"/>	0.00
September	<input type="text" value="35.00"/>	39.00	<input type="text" value="0.00"/>	35.00
October	<input type="text" value="50.00"/>	57.00	<input type="text" value="0.00"/>	50.00
November	<input type="text" value="40.00"/>	48.00	<input type="text" value="0.00"/>	40.00
December	<input type="text" value="50.00"/>	54.00	<input type="text" value="0.00"/>	50.00
January	<input type="text" value="50.00"/>	54.00	<input type="text" value="0.00"/>	50.00
February	<input type="text" value="45.00"/>	48.00	<input type="text" value="0.00"/>	45.00
March	<input type="text" value="50.00"/>	51.00	<input type="text" value="0.00"/>	50.00
April	<input type="text" value="40.00"/>	54.00	<input type="text" value="0.00"/>	40.00
May	<input type="text" value="24.00"/>	51.00	<input type="text" value="0.00"/>	24.00
June	<input type="text" value="0.00"/>	24.00	<input type="text" value="0.00"/>	0.00
Total	384.00		0.00	384.00
Approved Total Funded Hours:				384.00

Make up column January has → -6 [negative 6]
 Again in the make-up column you'll make the 6 hrs in May → 6 [positive 6]
 In the Make-up column the TOTAL row need to be "0"

- 2) Click on the Save button at the bottom of the page.

Note: If the total **Schedule Hours** plus the **Make-Up Hours** do not total the **Approved Total Funded Hours**, you will get an error message that looks like this:

Click on the close button and adjust the hours appropriately.

Warning! The class schedule data was not submitted because of the following errors.

Monthly Schedule Errors

- The total of scheduled and makeup hours must be equal to the approved total funded hours.

Field	Notes	Editable?
Scheduled Hours	This is editable only for months where the maximum hours for the month is greater than 0.	Depends
Max Hours	This indicates the maximum hours the class can meet for that month based on the class's start and end dates and the hours the class meets per week.	No
Make-Up Hours	<p>This is used to indicate that make-up class days were needed.</p> <p>For example, if a snow day occurred in December forcing the class to meet in January, you would subtract 2 hours from the scheduled hour's column in December for the missed class, and enter 2 hours in the makeup column for January.</p> <p>The total scheduled and make-up hours must always add up to the Approved Total Funded Hours for the class (which is shown just under the monthly schedule table).</p>	Yes
Scheduled + Make-Up Hours	This indicates the total funded hours (scheduled + make-up hours) as entered by the user. This is updated by SMARTT every time the value of either scheduled hours or make-up hours for a month changes. It must match the Approved Funded Hours .	No
Approved Total Funded Hours	<p>The total funded hours for this class those were approved in the program plan.</p> <p>Approved Total Funded Hours = Approved Weekly Hours x Approved Weeks Per Year</p>	No