

Calculation Tool for Daily Gross Pay by Payroll Type:

*Enter rate as of Unpaid Administrative Closure date taken. Refer to previous earnings statements to obtain rate.

Monthly Paid Employees:
- For PRO-RATED salaries,
see below

$$\begin{array}{c} \boxed{} \\ \text{Enter Monthly Rate} \\ \text{of Pay}^* \end{array} / 21.75 \times \begin{array}{c} \boxed{} \\ \text{Percentage of} \\ \text{Time (FTE)} \\ (1.00 = \text{Full Time}) \end{array} = \begin{array}{c} \boxed{} \\ \text{Daily Gross Pay} \end{array}$$

Semi-monthly Paid Employees:

$$\begin{array}{c} \boxed{} \\ \text{Enter Monthly Rate} \\ \text{of Pay}^* \end{array} / 163.125 \times \begin{array}{c} \boxed{} \\ \text{Enter number of} \\ \text{hours worked} \\ \text{per day} \end{array} \times \begin{array}{c} \boxed{} \\ \text{Percentage of} \\ \text{Time (FTE)} \\ (1.00 = \text{Full Time}) \end{array} = \begin{array}{c} \boxed{} \\ \text{Daily Gross Pay} \end{array}$$

Bi-weekly Paid Employees:

$$\begin{array}{c} \boxed{} \\ \text{Enter Hourly Rate} \\ \text{of Pay}^* \end{array} \times \begin{array}{c} \boxed{} \\ \text{Enter number of} \\ \text{hours worked} \\ \text{per day} \end{array} = \begin{array}{c} \boxed{} \\ \text{Daily Gross Pay} \end{array}$$

PRO-RATED Salaries: Employees who pro-rate their 9 month salary over 12 months should enter your 9 month salary rate to determine your daily rate.

Please refer to your most recent Notice of Salary Increase for your 9 month salary rate. Or, you may calculate your 9 month salary rate by multiplying your pro-rated monthly salary (as shown on your earnings statement) by 12, then divided by 9.