

2015						
JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	23
AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					21
SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			22
OCTOBER						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						22
NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					21
DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		23

2016						
JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						21
FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					21
MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		23
APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						21
MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				22
JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		22

## Calculation Survival Guide

<u>Work Days</u>	<u>Work Hours</u>	<u>Pay Days</u>
<b>Fiscal = 262</b>	<b>2096</b>	<b>26.2</b>
<b>Academic = 200</b>	<b>1600</b>	<b>20</b>

### Academic Dates\*

<b>Full Academic Year</b>	<b>8/17/15 - 05/22/16</b>
<b>Fall Semester</b>	<b>8/17/15 - 01/03/16</b>
<b>Spring Semester</b>	<b>1/04/16 - 05/22/16</b>

### Frequently Used Calculations:

#### **FTE**

Hours worked per payperiod / 80

#### **DAILY RATE**

Hourly rate x 8 x FTE

#### **BI-WEEKLY RATE**

Annualized rate/26.2

#### **FISCAL ANNUALIZED RATE**

Daily rate x 262 / FTE

#### **ACADEMIC ANNUALIZED RATE**

Daily rate x 200 / FTE

### **ACTUAL TO BI-WEEKLY PAY AMOUNT**

- 1) Actual Pay Amount: \_\_\_\_\_
- 2) # of Work Days from Start to End Date: \_\_\_\_\_
- 3) Actual Pay Amt / Work Days = Earnings per Day
- 4) Earnings per Day x 10 = **Bi-Weekly Pay Amt**

 **PAYDAYS**

 **PAY PERIOD START DATES**

 **# OF WORKDAYS PER MONTH**

