**Calculation Survival Guide**

<table>
<thead>
<tr>
<th>Work Days</th>
<th>Work Hours</th>
<th>Pay Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal</td>
<td>261</td>
<td>2088</td>
</tr>
<tr>
<td>Academic</td>
<td>200</td>
<td>1600</td>
</tr>
</tbody>
</table>

**Academic Dates**
- Full Academic Year: 8/15/16 - 05/21/17
- Fall Semester: 8/15/16 - 01/01/17
- Spring Semester: 1/02/17 - 05/21/17

**Frequently Used Calculations:**

- **FTE**
  
  \[ \text{Hours worked per pay period} / 80 \]

- **DAILY RATE**
  
  \[ \text{Hourly rate} \times 8 \times \text{FTE} \]

- **BI-WEEKLY RATE**
  
  \[ \text{Annualized rate} / 26.1 \]

- **FISCAL ANNUALIZED RATE**
  
  \[ \text{Daily rate} \times 261 / \text{FTE} \]

- **ACADEMIC ANNUALIZED RATE**
  
  \[ \text{Daily rate} \times 200 / \text{FTE} \]

**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**

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**PAYDAYS**

**PAY PERIOD START DATES**

**# OF WORKDAYS PER MONTH**