Calculation Survival Guide 2017-2018

**Work Days**  |  **Work Hours**  |  **Pay Days**
---|---|---
Fiscal  = 260 | 2080 | 26
Academic  = 200 | 1600 | 20

**Academic Dates**
- Full Academic Year  8/14/17 - 05/20/18
- Fall Semester  8/14/17 - 12/31/17
- Spring Semester  1/01/18 - 05/20/18

**Frequently Needed Calculations:**

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

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

- **BI-WEEKLY RATE**
  
  \[
  \text{Annualized Rate} / 26.0
  \]

- **FISCAL ANNUALIZED RATE**
  
  \[
  \text{Daily rate} \times 260 / \text{FTE}
  \]

- **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

**PAYDAYS**

**PAY PERIOD START DATES**

**# OF WORKDAYS PER MONTH**