2018-2019 Calculation Survival Guide

**Academic Dates**
- Full Academic Year: 8/13/18 - 05/19/19
- Fall Semester: 8/13/18 - 12/30/18
- Spring Semester: 12/31/18 - 05/19/19

**Frequently Needed Calculations:**

1. **FTE**
   - Hours worked per payperiod / 80

2. **DAILY RATE**
   - Hourly rate x 8 x FTE

3. **Bi-Weekly Rate**
   - Annualized Rate / 26.0

4. **FISCAL ANNUALIZED RATE**
   - Daily rate x 260 / FTE

5. **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 Amount

Questions? Contact HR Workforce Systems at WorkforceSystems@email.arizona.edu or (520) 621-3664

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