



# CALCULATING BASE PAY FOR SPLIT MONTHS

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JOB AID PY-1

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## Job Aid Description

The purpose of this job aid is to explain how to calculate base pay for split months.

### New Employee with a start date after first day of the month

1. Use PA20 to display Planned working time (IT0007) for the employee.
2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.
3. Count the days the employee worked.
4. Count possible workdays in the month.
5. Use PA20 to display Basic Pay (IT0008) and look at monthly base pay.
6. Use this equation to figure base pay for the month:

$$\frac{\text{Number of days employee works for the state}}{\text{Number of possible working days from the work schedule}} \times \text{Base Pay} = \text{Pay Amount}$$

**Example 1**

Thomas McGregor starts work on September 19.

1. Use PA20 to view Planned Working Time (IT0007).
2. Click the Work schedule button to look at Thomas' work schedule. Counting 9/19, he worked 8 days of a possible 22 days.

The screenshot shows the 'Display Work Schedule' application window. At the top, there is a menu bar with 'Work schedule', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Display Work Schedule'. Below the title are three buttons: 'Choose', 'Previous month', and 'Next month'. The interface contains several input fields for configuration: 'ES grouping' (2), 'DWS grouping' (10), 'Monthly hours' (176.00), 'Holiday Calendar ID' (NC), 'Period work schedule' (D01A), 'PS grouping' (10), and 'Work schedule rule' (D01N08GN). Below these fields, it shows 'Valid' for 'September 2008' and 'Chngd 10/25/2007 KBOWMAN'. The main area is a 'Work Schedule' grid with columns for days of the week (D, SU, HC, D, MO, HC, D, TU, HC, D, WE, HC, D, TH, HC, D, FR, HC, D, SA, HC) and rows for dates. The grid shows working days with '1D08' and non-working days with 'FREE'. At the bottom, there are 'Restart', 'Month', 'Day', and 'in year' fields.

- Use PA20 and Basic Pay (IT0008) to find his monthly base pay, which is \$6,250.

Wa	Wage Type Long Text	O	Amount	Curr	I	A	Number/Unit	Unit
1000	Regular Salary		6,250.00	USD		<input checked="" type="checkbox"/>	0.00	

IV 09/29/2008 12/31/9999 6,250.00 USD

- Complete the calculation for September Pay.

$$\frac{8 \text{ (days worked)}}{22 \text{ (possible work days in month)}} \times \$6,250 \text{ (base pay)} = \$2,272.73$$

**Example 2**

Wanda Hill starts work on September 19.

- Use PA20 to view Planned Working Time (IT0007).
- Click the Work schedule button to look at her work schedule.

Work schedule Edit Goto System Help

Display Work Schedule

Choose Previous month Next month

ES grouping 2 DWS grouping 10 Monthly hours 160.00  
 Holiday Calendar ID NC Period work schedule D92A  
 PS grouping 10 Work schedule rule D92WA01

Valid September 2008 Chngd 10/25/2007 KBOWMAN

Work Schedule

D	SU	HC	D	M0	HC	D	TU	HC	D	WE	HC	D	TH	HC	D	FR	HC	D	SA	HC
			01	4	02			03			04				05			06		
		FREE		FREE		1D08		1D34		1D49		1D43								
07		08		09		10		11		12		13								
	FREE		FREE		FREE		1D08		1D34		1D49		1D43							
14		15		16		17		18		19		20								
	FREE		FREE		FREE		1D08		1D34		1D49		1D43							
21		22		23		24		25		26		27								
	FREE		FREE		FREE		1D08		1D34		1D49		1D43							
28		29		30																
	FREE		FREE		FREE															

Restart: Month 9 Day in year



- Use PA20 to display Basic pay (IT0008) to look at monthly base pay for salary 2.
- Use this equation to figure base pay for salary 2:

$$\frac{\text{Number of days employee worked at salary 2}}{\text{Number of possible working days from the work schedule}} \times \text{Base Pay 2} = \text{Salary amount 2}$$

- Use this equation to figure the total for the month:

$$\text{Salary amount 1} + \text{Salary amount 2} = \text{Total monthly salary}$$

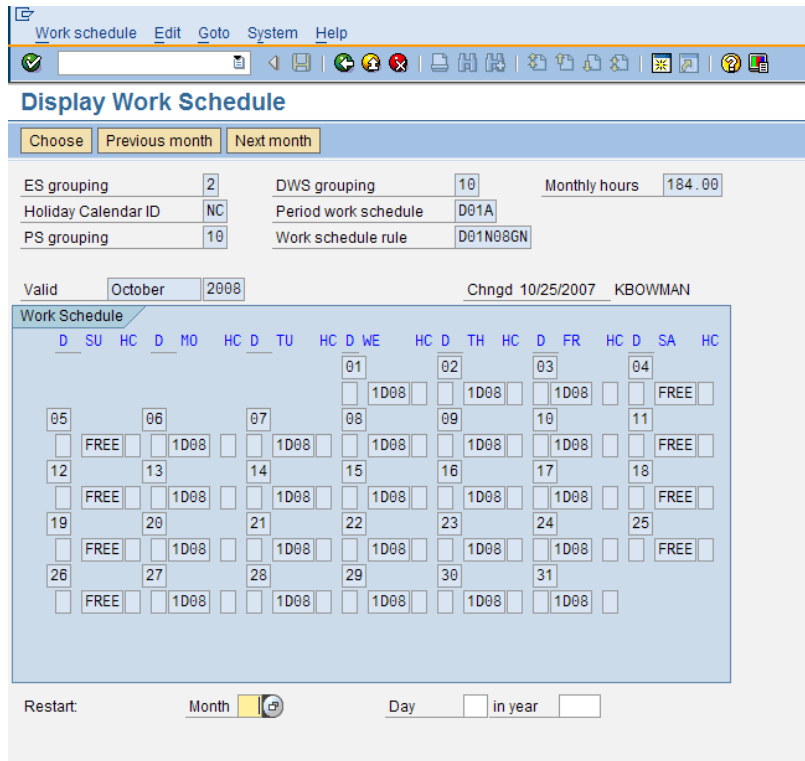
**Example 1**

Thomas McGregor gets a salary increase mid-month and remains on the same work schedule 1

Thomas McGregor works from October 1 to October 12 at a rate of \$6,250 per month. Effective October 13, he gets a salary increase to \$6,680 per month.

**Figure salary for first part of month:**

- Use PA20 to display Planned working time (IT0007) for the employee.
- Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.
- Count the days he worked at \$6,250 per month.
- Count possible workdays in the month.



- Use this equation to figure base pay for salary 1:

$$\frac{8 \text{ (days worked at salary amount 1)}}{23 \text{ (possible working days)}} \times \$6,250 \text{ (Base Pay 1)} = \$2,173.91 \text{ (Salary 1)}$$

**Figure salary for second part of month:**

- Use PA20 to display Planned working time (IT0007) for the employee.
- Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.
- Count the days the employee worked at \$6,680 per month. Since it is the same schedule, possible workdays should remain the same.
- Use this equation to figure base pay for salary 2:

$$\frac{15 \text{ (days worked at salary amount 2)}}{23 \text{ (possible working days)}} \times \$6,680 \text{ (Base Pay 2)} = \$4,356.52 \text{ (Salary 2)}$$

- Use this equation to figure the total for the month:  
 $\$2,173.91 \text{ (Salary 1)} + \$4,356.52 \text{ (Salary 2)} = \$6,530.43 \text{ (Total monthly salary)}$

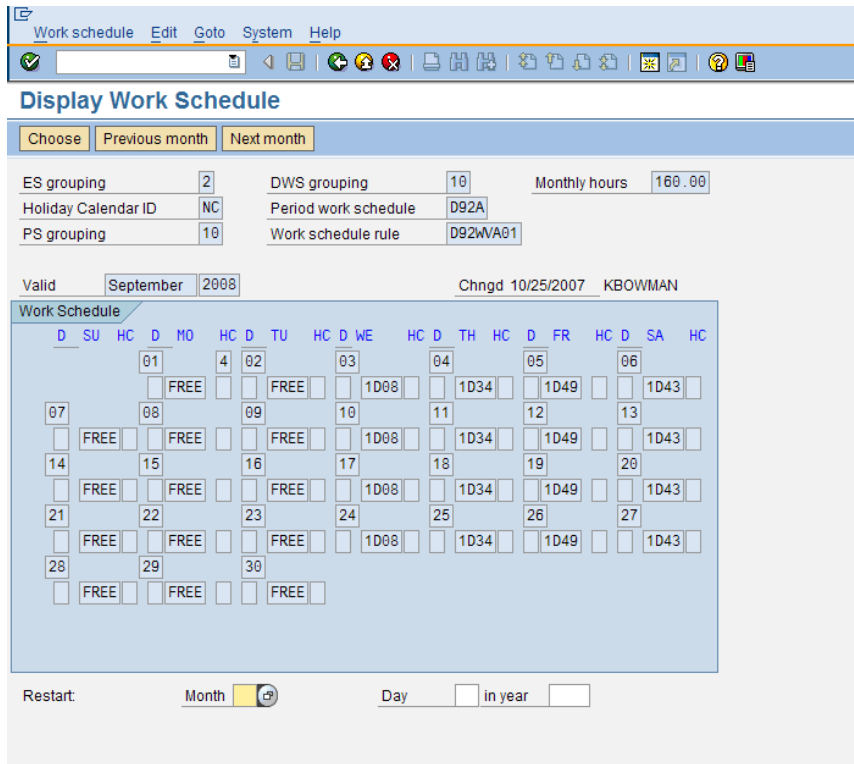
**Example 2**

Wanda Hill changed positions mid-month, had a schedule change, and a mid-month salary increase.

Employee Wanda Hill works from September 1 to September 19 at a rate of \$6,250. Starting September 23, she starts a new position with a new schedule and a salary increase to a rate of \$6,680.

**Figure salary for first part of month:**

- Use PA20 to display Planned working time (IT0007) for the employee.
- Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.
- Count the days she worked at \$6,250 per month.
- Count possible workdays in the month for the first schedule. From 9/1 to 9/19, she worked 11 days out of a possible 16.



5. Use this equation to figure base pay for salary 1:

$$\frac{11 \text{ (days worked at salary amount 1)}}{16 \text{ (possible working days, schedule 1)}} \times \$6,250 \text{ (Base Pay 1)} = \$4,296.88 \text{ (Salary 1)}$$

**Figure salary for second part of month:**

1. Use PA20 to display Planned working time (IT0007) for the employee.
2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.
3. Count the days she worked at \$6,680 per month.
4. Count possible workdays in the month for the second schedule. From 9/20 to 9/30, she worked 7 days out of a possible 22.

5. Use this equation to figure base pay for salary 2:

$$\frac{7 \text{ (days worked at salary amount 2)}}{22 \text{ (possible working days, schedule 2)}} \times \$6,680 \text{ (Base Pay 2)} = \$2,125.45 \text{ (Salary 2)}$$

6. Use this equation to figure the total for the month:

$$\$4,296.88 \text{ (Salary 1)} + \$2,125.45 \text{ (Salary 2)} = \$6,422.33 \text{ (Total monthly salary)}$$