Calculating the Semi-Monthly Daily Rate (Work Days) for the following Personnel Subareas:

<table>
<thead>
<tr>
<th>Subarea</th>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deans/Executive</td>
<td>U001/ U021</td>
<td></td>
<td>U004</td>
<td>Visit Sr Staff</td>
</tr>
<tr>
<td>Visit Faculty</td>
<td>U002</td>
<td></td>
<td>U005/ U016</td>
<td>Staff-Admin/ Non Admin</td>
</tr>
<tr>
<td>Sr Staff-Non Ad/ Admin</td>
<td>U003/ U015</td>
<td></td>
<td>U006</td>
<td>Sr Staff-Appt</td>
</tr>
<tr>
<td>Faculty</td>
<td>U010 /U020</td>
<td></td>
<td>U012</td>
<td>Postdoc</td>
</tr>
<tr>
<td></td>
<td>U013 /U014</td>
<td>Med Intern/Res /Med Trainees</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number of work days in pay period (include University holidays) 11* days

Example # 1 for hire date 9/7/2010

Semi monthly salary $2000.00
Semi-monthly salary divide by Total # of days in pay period
multiply by # of days worked or in a paid status

\[
\frac{2000.00}{11 \times 6} = 1090.09
\]

$1090.90 for pay period ending 9/15/2010

Example # 2 for term date 9/9/2010

Semi monthly salary $2000.00
Semi-monthly salary divided by Total # of days in the pay period
multiply by # of days worked or in a paid status

\[
\frac{2000.00}{11 \times 7} = 1272.72
\]

$1272.72 for pay period ending 9/15/2010

*Number of working days may vary from pay period to pay period. Must review calendar to determine the number of work days.

****When initiating Eform be sure to include 2 lines for the same period