

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

U001/ U021	Deans/Executive	U004	Visit Sr Staff	U010 /U020	Faculty
U002	Visit Faculty	U005/U016	Staff-Admin/ Non Admin	U012	Postdoc
U003/ U015	Sr Staff-Non Ad/ Admin	U006	Sr Staff-Appt	U013 /U014	Med Intern/Res /Med Trainees

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



SEPTEMBER 2010						
SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**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  
**2000.00/11X7=1272.72**  
 \$1272.72 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  
**2000.00/11X6=1090.09**  
 \$1090.90 for pay period ending 9/15/2010

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

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