

How Your Prorated Salary is Calculated

For payroll purposes the term “contract year” refers to the number of working days for each job category, regardless of whether a contract is actually signed for that position. For instance, if you are required to work only when school is in session (students are attending), you work 180 days (nine months). If your position requires your presence on planning days also, you work 190 days (10 months).

When you are hired you are given an annual salary based on a complete contract year. If you begin working after the beginning of the school year calendar, your salary will be prorated based on the number of days you will actually work.

For your information this is the formula we will use to prorate your salary. You will be sent the blank figures when the Payroll Department completes the calculations.

- A. Your annual salary is _____.
- B. Your position is _____ days.
- C. Your daily rate of pay is _____ (A divided by B).
- D. You will work _____ days (based on your beginning date).
- E. You will earn _____ (C multiplied by D).
- F. This will be divided equally by _____ checks (number of checks remaining in the contract year).
- G. Your gross pay per check will be _____ (E divided by F).

Your pay will also be prorated if there is some change in your status or job during the year. We will calculate your total earnings based on the number of days on the previous salary plus the number of days on the current (new) salary. The amount already paid will be subtracted, and the remainder will be divided by the number of checks left in the contract year.

Payday is the last working day of the month. In addition, those on a semi-monthly schedule are paid on the 15th of the month (or the Friday before if the 15th falls on the weekend).