Pay Cycles – First Check to Last Check

Days	0 - 199	Sept to Aug
Days	200 - 225	Aug to July
Days	226 - 259	July to June
Days	260 +	Sept to Aug

If you are paid once a month and are NOT required to clock in or out this is how your pay is processed:

Your assignment salary amount provided by HR is based on the total number of working days scheduled for the entire length of the assignment. The actual number of working days on the assignment, based on the start and end dates, is multiplied by the daily rate of pay for the assignment in order to calculate a salary or pro-rated salary amount to pay. The salary or pro-rated salary amount is then equally divided over the remaining checks left to pay for the pay cycle. Any extra duty pay (Payroll Payment Request) is paid on a separate line item on your check and not associated with any assignment pay.

Example: $51,000 salary / 187 days = $272.73 daily rate of pay

$51,000 salary / 12 checks = $4,250.00 per check

The per check amount is not connected in any way to the number of work days, absences, or leave taken in any particular calendar month. If you miss a day of work and do not have leave available to cover for that day, then you will be docked your daily rate of pay amount. Dock pay is processed according to the Leave Time Processing Start and End Dates listed on the Monthly Pay Schedule. These are the 11th of the previous month to the 10th of the current month in relation to the check date.

Leave Time Processing Start Date	Leave Time Processing End Date	Payroll Payment Request Due	Last Timesheet Updated	Check Date
8/11/2019	9/10/2019	9/12/2019	9/15/2019	9/25/2019

Example: An employee missed one work day within the leave processing dates and has no leave available. The system will use the daily rate of pay in order to calculate how much to dock.

$4,250.00 per check - $272.73 daily rate of pay = $3,977.27 adjusted check amount

If the dock amount exceeds the per check amount the system will dock as much as it can in order to produce a positive net check amount. If there is a remainder left to dock then that dock will be consumed on the next check along with any additional docks for the next leave time processing dates.

Example: An employee missed 20 days within the leave time processing dates. The system will use the daily rate of pay in order to calculate how much to dock.

$272.73 daily rate x 20 dock days = $5,454.60 dock amount

$4,250.00 per check - $5,454.60 = -$1,204.60 negative check amount

$4,250.00 per check / $272.73 daily rate = 15.59 days (Rounding to nearest day)

$272.73 daily rate x 15 days = $4,090.95 new dock amount

$4,250.00 per check - $4,090.95 new dock amount = $159.05 new check amount

20 dock days - 15 dock days consumed = 5 dock days carry over to next check

If you are paid once a month and ARE required to clock in or out this is how your pay is processed:

Your assignment salary amount provided by HR is based on the total number of working days scheduled for the entire length of the assignment. The actual number of working days on the assignment, based on the start and end dates, is multiplied by the daily rate of pay for the assignment in order to calculate a salary or pro-rated salary amount to pay. The salary or pro-rated salary amount is then equally divided over the remaining checks left to pay for the pay cycle. Any extra duty pay (Payroll Payment Request) is paid on a separate line item on your check and not associated with any assignment pay. However, since the salary or pro-rated salary is based on a per hour rate amount, the dates and hours noted on the PPR will be calculated along with your timesheet in order to determine if an overtime rate is needed.

Example: $25,500 salary / 226 days = $112.84 daily rate

$112.84 daily rate / 7.5 hours required per day = $15.05 per hour rate

$25,500 salary / 12 checks = $2,125.00 per check

The per check amount is not connected in any way to the number of work days, absences, or leave taken in any particular calendar month. If you miss any time of work and do not have leave available to cover for that time, then you will be docked the per hour rate of pay amount. Dock pay is processed when timesheets have completed the True Time process described below. The Last Timesheet Updated dates show when the last timesheet will be consumed and processed in relation to the check date.

Leave Time Processing Start Date	Leave Time Processing End Date	Payroll Payment Request Due	Last Timesheet Updated	Check Date
8/11/2019	9/10/2019	9/12/2019	9/15/2019	9/25/2019

Dock pay is processed when timesheets have completed the "submit, approve, and update" process and is not connected in any way to the assignment pay. When looking at the current week, the process is to have the previous week set as a "buffer week" which allows the campus or department time for any changes or corrections to be made. The week before the "buffer week" is called the "updated week" which contains the timesheets that are pulled into payroll for processing.

Timesheets are required to be submitted by the employee at the end of business day every Friday. The approver is required to approve the timesheets at the end of business day that following Monday. Payroll is required to update the timesheets at the end of business day that Wednesday.

Example: An employee missed two hours on a timesheet within the leave processing dates and has no leave available. The system will use the per hour rate of pay in order to calculate how much to dock.

2 hours of missing time x $15.05 per hour rate = $30.10 dock amount

$2,125.00 per check - $30.10 dock amount = $2,094.90 adjusted check amount

If the dock amount exceeds the per check amount the system will dock as much as it can in order to produce a positive net check amount. If there is a remainder left to dock then that dock will be consumed on the next check along with any additional docks for the next leave time processing dates.

Example: An employee has 200 dock hours on multiple timesheets updated for payroll. The system will use the per hour rate of pay in order to calculate how much to dock.

$15.05 per hour rate x 200 dock hours = $3,010.00 dock amount

$2,125.00 per check - $3,010.00 dock amount = -$885.00 negative check amount

$2,125.00 per check / $15.05 per hour rate = 141.20 hours (Rounding to nearest hour)

$15.05 per hour rate x 141 hours = $2,122.05 new dock amount

$2,125.00 per check - $2,122.50 new dock amount = $2.50 new check amount

200 dock hours - 141 dock hours consumed = 59 dock hours carry over to next check

If you are paid every other week and ARE required to clock in or out this is how your pay is processed:

The amount of hours on your timesheet are paid at your regular per hour rate up to 40 hours. Any time over the 40 hours is paid at your overtime rate. The timesheets paid are pulled using the Pay Period Start and Pay Period End Dates listed on the Biweekly Pay Schedule in relation to the check date.

Pay Period Start Date	Pay Period End Date	Payroll Payment Request Due	Check Date
8/11/2019	8/24/2019	8/28/2019	9/6/2019

If you have any extra duty pay (Payroll Payment Request) this will be paid on a separate line item on your check. However, since the base pay is on a per hour rate amount, the dates and hours noted on the PPR will be calculated along with your timesheet in order to determine if an overtime rate is needed. The base pay check amount is connected to the number of hours, work days, and leave requests submitted and approved on your timesheet. If any of this information is missing on your timesheet after it has been submitted and approved, then you will not be paid for this time. An email must be sent by the approver to the Biweekly Payroll Specialist in order to pay the missing time on the next check.