

Period Start	Period End	Date Issued	Bldg/Pay Type			Social Sec. #	Employee Name
09/16/25	09/30/25	09/15/25	2050D.Deposit			[REDACTED]	[REDACTED]
Job Duties		Reg	O.T.	Dock	Current	Cal.YTD Total	Deductions
0-Administrative Assistant Sal: \$1622.87		0.25	1.75		1,686.49	6,588.30	FEDTAX MOTAX SS
Cal.YTD for Other Jobs					0.00	20,944.21	Medicare PEERS Care to Learn Cox Correction Dental Adjust DENTAL FAM 20 Dental Family MED FAM 20
Gross Pay					1,686.49	27,532.51	Vision Adjust VISION FAM 20

Red Box on LEFT– this is your primary position that is being annualized. The Sal. \$ is your gross salary per pay period. Determined by figuring your yearly salary as follows:

of req'd work days per school year X # of req'd work hours per day X hourly rate of pay = annualized salary
Then, divided annualized salary by # of pay dates per school year (24) = gross salary per pay period.

Green Box – annualized salary pay dates. Annualized salary is typically paid in advance.

Yellow Box – Hours worked over your scheduled hours that are not overtime rate of pay (Gap pay). *Meaning the employee did not physically work more than 40 hours (typically used leave, unpaid day in work week, or worked less than 40 hours)*

1st pay date: previous month 1st – 15th
15th pay date: previous month 16 – 31st

Blue Box – Hours worked over your scheduled hours that are overtime rate of pay. *This is the time the employee physically worked over 40 hours in the work week.*

1st pay date: previous month 1st – 15th
15th pay date: previous month 16 – 31st

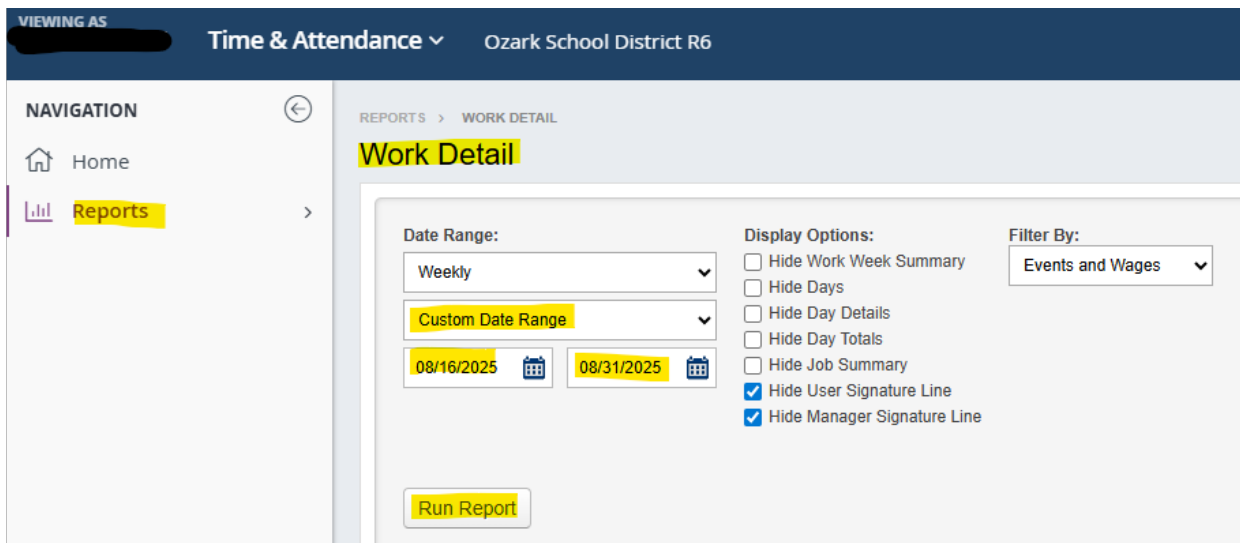
Red Box on RIGHT– Unpaid leave taken and docked from annualized salary

1st pay date: previous month 1st – 15th
15th pay date: previous month 16 – 31st

Current – this is your gross pay = annualized salary + Gap Pay + Overtime Pay – Dock Pay

How to determine Gap Pay and Overtime Pay:

Login to Time and Attendance -> Select Work Detail -> enter previous month dates (in this example I'm entering 8/16-8/31/25) -> Run Report



This report will pull up showing how each day's hours are calculated.

Regular indicates scheduled work hours

OT15 indicates overtime wages

GAP indicates time over scheduled hours at regular wage

We use 7/8 rounding rule so time is converted as follows:

.15 = .25 (15 minutes)

.3 = .5 (30 minutes)

.45 = .75 (45 minutes)

Dates					Events						Wages			
DAY	LOCATION & JOB	DURATION			CODE	TYPE	TIME		DURATION		WAGE CODES			
		SCH	TOTAL	PAID			IN	OUT	TOTAL	PAID	TYPE	DUR		
Mon 08/18	[REDACTED] A Admin Asst	08:00	07:00	07:00	ET	Sign In/Out	10:15 AM 12:11 AM Actual	05:15 PM 05:20 PM Actual	07:00	07:00	REGULAR	07:00		
Mon 08/18 Total		08:00	07:00	07:00							07:00	07:00		07:00
Tue 08/19	[REDACTED] A Admin Asst	08:00	10:15	10:15	ET	Sign In/Out	07:00 AM 07:06 AM Actual	05:15 PM 05:09 PM Actual	10:15	10:15	REGULAR	10:15		
Tue 08/19 Total		08:00	10:15	10:15							10:15	10:15		10:15
Wed 08/20	[REDACTED] A Admin Asst	08:00	08:00	08:00	LV	School Bus-Athl/Act	--	--	08:00	08:00	OUTOFFICE_CONF	08:00		
Wed 08/20 Total		08:00	08:00	08:00							08:00	08:00		08:00
Thu 08/21	[REDACTED] A Admin Asst	08:00	08:30	08:30	ET	Sign In/Out	07:15 AM 02:11 AM Actual	03:45 PM 03:49 PM Actual	08:30	08:30	REGULAR	08:30		
Thu 08/21 Total		08:00	08:30	08:30							08:30	08:30		08:30
Fri 08/22	[REDACTED] A Admin Asst	08:00	08:00	08:00	ET	Sign In/Out	07:00 AM 07:00 AM Actual	03:00 PM 02:59 PM Actual	08:00	08:00	REGULAR	08:15		
Fri 08/22 Total		08:00	08:00	08:00	--	--	--	--	--	--	OT15	01:45		
Work Week 08/17 - 08/23 Total		40:00	41:45	41:45							41:45	41:45		41:45
Mon 08/25	[REDACTED] A Admin Asst	08:00	08:00	08:00	ET	Sign In/Out	07:00 AM 07:07 AM Actual	03:00 PM 03:07 PM Actual	08:00	08:00	REGULAR	08:00		
Mon 08/25 Total		08:00	08:00	08:00							08:00	08:00		08:00
Tue 08/26	[REDACTED] A Admin Asst	08:00	08:00	08:00	ET	Sign In/Out	07:15 AM 07:08 AM Actual	03:15 PM 03:16 PM Actual	08:00	08:00	REGULAR	08:00		
Tue 08/26 Total		08:00	08:00	08:00							08:00	08:00		08:00
Wed 08/27	[REDACTED] A Admin Asst	08:00	08:15	08:15	ET	Sign In/Out	07:00 AM 07:07 AM Actual	03:15 PM 03:15 PM Actual	08:15	08:15	REGULAR	08:15		
Wed 08/27 Total		08:00	08:15	08:15							08:15	08:15		08:15
Thu 08/28	[REDACTED] A Admin Asst	08:00	08:15	08:15	ET	Sign In/Out	07:00 AM 07:59 AM Actual	03:15 PM 03:13 PM Actual	08:15	08:15	REGULAR	08:15		
Thu 08/28 Total		08:00	08:15	08:15							08:15	08:15		08:15
Fri 08/29	[REDACTED] A Admin Asst	08:00	07:45	07:45	LV	PTO	--	--	04:00	04:00	REGULAR	03:30		
Fri 08/29 Total		08:00	07:45	07:45	ET	Sign In/Out	07:00 AM 06:57 AM Actual	10:45 AM 10:38 AM Actual	03:45	03:45	GAP	00:15		
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