

Calculating non-exempt annual pay

CALCULATING HOURLY PAY FOR NON-EXEMPT EMPLOYEES - FOR WebBDS FY 2010-2011

Calculating the New Hourly rate

Current fiscal year hourly pay rate times the percent % of pay increase = NEW HOURLY RATE

Calculating the New FTE

New Hourly Rate times 1950 or 2080 = NEW FTE

Use 1950 for a 37.5 hour per week FTE and 2080 for a 40 hour per week FTE

Use 1957.5 for a 37.5 hour per week pay for 261 days and 2088 for a 40 hour per week pay for 261 days

Example:

<i>Hours worked per week</i>	Current hourly rate from payroll	Times percent increase	Equals New hourly rate	Annualized FTE = hourly*1950 or 2080	Actual budgeted pay 261 days pay hourly*1957.5 or 2088
37.5 hrs	\$19.42	103%	\$20.00	\$39,000.00	\$39,150.00
40 hrs	\$19.42	103%	\$20.00	\$41,600.00	\$41,760.00

Percent Effort and Percent Time Worked

Percent time worked - entered in the appointment, not on the funding line

Full-time Works the standard number of hours worked per week for that employee, either 37.5 or 40 hours.
Percent worked = 100%

Part-time Works less than the standard number of hours per week.
Hours worked per week or per day divided by equivalent full-time hours equals percent time worked.

Example: Working 20 hours per week, 20/37.5=53%, or 20/40=50%

Percent effort - entered on the funding line within the appointment

Full-time How much of the total pay is coming from the account on the funding line for that time period indicated.

Part-time How much of the total pay is coming from the account on the funding line for that time period indicated.
Percent effort can be 100% for a part-time employee, if all of their scheduled pay is coming from one account.

Split funded Split or multiple funding lines indicate that the effort is split for that time worked.
Use the daily or weekly hours to calculate the percent.

Standard hours per week	New hourly rate	OBJ CD	ACCOUNT	PERCENT EFFORT	AMOUNT TO PAY (ATP)	START	END
Full-time Example	ONE ACCOUNT - 1 FUNDING LINE NEEDED						

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	40	\$20.00	12700 11-1111-1111	100%	<u>\$41,760.00</u>	7/1/2010	6/30/2011
	37.5	\$20.00	12700 11-1111-1111	100%	<u>\$39,150.00</u>	7/1/2010	6/30/2011
Full-time Example	2 ACCTS SPLIT FUNDING						
	40	\$20.00	12700 11-1111-1111	50%	\$20,880.00	7/1/2010	6/30/2011
	40	\$20.00	12700 22-2222-2222	50%	<u>\$20,880.00</u>	7/1/2010	6/30/2011
					\$41,760.00		
	37.5	\$20.00	12700 11-1111-1111	50%	\$19,575.00	7/1/2010	6/30/2011
	37.5	\$20.00	12700 22-2222-2222	50%	<u>\$19,575.00</u>	7/1/2010	6/30/2011
					\$39,150.00		

Example

Part-time person working 80% of the normal FTE time per week.

	percent time worked = 80%		Effort = 100%				
FTE hrs/wk	hourly rate	work %	% effort	one day's pay	80% of 261 days= 209	FTE= full time, 260 days	
	40	\$20.00	80%	100%	<u>\$160.00</u>	<u>\$33,440.00</u>	<u>\$41,600.00</u>
	37.5	\$20.00	80%	100%	<u>\$150.00</u>	<u>\$31,350.00</u>	<u>\$39,000.00</u>

Formula for part-time hourly employees: See above example

Calculate one day's FULL-TIME pay: hourly rate*standard work day hours - ROUND UP TO THE NEAREST WHOLE CENT.

Take the work percent and multiply that times 261 days to get the number of days worked in this year. ROUND UP TO THE NEAREST DAY.

Take one day's full-time pay and multiply that times the part-time days worked to get the annual amount to pay.

The rounding of the number of days will make a difference in part-time amount to pay.