

**12-Month Contractual Employee Payroll Calculation Explanation**

During the regular school year, July 1<sup>st</sup> through June 30<sup>th</sup> 12-month contractual employees are required to work & are paid for 260 days.

Employees receive 24 equal pays, 2 paychecks a month from July through June. Paydays are on the 15<sup>th</sup> & 30<sup>th</sup> of each month, in months with less than 30 days the second pay shall be paid on the last day of the month. When a payday falls on or during a district holiday, employees will receive their paycheck on the last previous working day.

***Calculation for a 12-month contractual employee with an annual salary of \$55,000:***

**Per pay**

***\$55,000/24 pays = \$2,291.66 gross (pre-tax) per pay***

**Daily rate calculation**

***\$55,000/260 days = \$211.54/day***

**Scenario**

A 12-month employee retires/resigns December 1<sup>st</sup>; from July 1<sup>st</sup> through November 30<sup>th</sup> the employee worked 108 days. Payroll will be adjusted to reflect the employee not working 152 days, December 1<sup>st</sup> through June 30<sup>th</sup>.

***(260 # of days required to work – 108 # days worked = 152 # of days will not work)***

\$55,000.00	<b><i>Annual salary</i></b>
\$ 211.54	<b><i>Daily rate</i></b>
152	<b><i>Days not working</i></b>
	<b><i>Total to be docked from annual salary</i></b>
<u>\$32,153.85</u>	
	<b><i>Pro-rata salary - (salary earned for working 108 days, July - Nov)</i></b>
<u>\$22,846.15</u>	
\$ 2,291.67	<b><i>Gross earnings per pay</i></b>

<b>Pay</b>	<b>Salary</b>	<b>Adjustment</b>	
7.15.20	\$2,291.67		
7.30.20	\$2,291.67		
8.14.20	\$2,291.67		
8.28.20	\$2,291.67		
9.15.20	\$2,291.67		
9.30.20	\$2,291.67		
10.15.20	\$2,291.67		
10.30.20	\$2,291.67		
11.13.20	\$2,291.67		
			<b><i>Employees pay to be docked - this will be employees' final (gross) paycheck</i></b>
11.30.20	<u>\$2,221.15</u>	\$ (70.52)	
	<u>\$22,846.15</u>		<b><i>This total will tie into the pro-rata salary listed above</i></b>