

## HOW YOUR PAYCHECK IS CALCULATED

### TEACHERS AND OTHER 12-MONTH SALARIED STAFF

Your contract provides you with your annual salary. This amount is divided evenly over the number of pay periods in the year. This method allows you to receive the same amount every two weeks regardless of holidays and vacations. In June, TEACHERS will receive a BALLOON CHECK, which contains your last paycheck in June and all of your July and August checks. This check will typically contain five or six of everything, pay and deductions.

Example 1: If you are a teacher at Master's, Step 4, with an annual salary of \$59,081 and you start working the day all staff report for the start of the school year, your annual salary is divided by 26 pay periods, therefore, your pay each pay period is \$2,272.34. Your annual salary is divided by the number of workdays to determine your daily rate of pay,  $\$59,081 / 182.5 = \$323.73$ . If you have an unpaid day during the school year, your regular salary would be reduced by \$323.73.

Example 2: If you started on October 2, 2019, 25 days into the school year, your daily rate of pay will be multiplied by the number of days you work to determine your annual salary:  $\$323.73 \times 158.5 = \$51,311.20$ . This is the amount that will be divided over the number of pay periods remaining in the year to determine your pay each pay period:  $\$51,311.20 / 24 = \$2,137.96$ . Conversely, if you do not complete the school year, we will calculate the number of days you did work, calculate the amount owed to you, and adjust your pay accordingly.

### HOURLY STAFF

Your hours per day are calculated by dividing your weekly hours by five. Your hours per day is multiplied by your hourly rate of pay to calculate your daily rate of pay. Your daily rate is multiplied by the number of days you will work to determine your annual salary. Your annual salary is evenly divided over the number of pay periods in the year, 22 or less depending on the number of pay periods in the year and when you start. This method allows you to receive the same amount every two weeks regardless of holidays and vacations.

Example 1: If you are working 30 hours per week for 185 days and being paid an hourly rate of \$25.41, your salary and paycheck are calculated as follows:  $30 \text{ hrs} / 5 \text{ days} = 6 \text{ hrs/day}$ , times \$25.41 per hour = \$152.46 per day, times 185 days = \$28,205.10 per year. This is divided over the number of pay periods in the school year. If there are 21 pay periods, your pay each pay period would be \$1,343.10.

Example 2: If you started on September 18, 2019, 17 days into the school year, your daily rate of pay will be multiplied by the number of days you work to determine your annual salary, \$152.46 per day x 169 days = \$25,765.74. This is the amount that will be divided over the number of pay periods remaining in the year to determine your pay each pay period:  $\$25,765.74 / 20 = \$1,288.28$ . Conversely, if you do not complete the school year, we will calculate the number of days you did work, calculate the amount owed to you, and adjust your pay accordingly.

**IT IS EVERY EMPLOYEE'S RESPONSIBILITY TO BE SURE THEIR  
PAYCHECK IS ACCURATE! CHECK YOUR CHECK!**