

Partial Month Payment Worksheet

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by the law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact the Payroll office using the information at the bottom of this form.

Instructions: This form is used by departments to calculate partial salary payments for monthly paid employees. The gross pay calculated on this form should be recorded on the Monthly Supplemental form. This worksheet must be attached to the Monthly Supplemental Form and submitted to Payroll Services.



TEXAS A&M
UNIVERSITY
KINGSVILLE

Employee Name _____		Department Name _____	
Employee UIN _____		Adloc _____	
PARTIAL MONTH PAYMENT - HOURLY RATE METHOD			
Monthly Salary _____	Divided By # of Hrs in Month _____	= Hourly Rate of Pay _____	
HOURS TO BE PAID FOR (including holidays) _____		X Hourly Rate _____	= GROSS PAY DUE _____
PARTIAL MONTH PAYMENT - DAILY RATE METHOD			
Monthly Salary _____	Divided By # of Days in Month _____ (Days in Month)	= Daily Rate of Pay _____	
DAYS TO BE PAID FOR (including holidays) _____		X Daily Rate _____	= GROSS PAY DUE _____

Note: When using the Daily Rate Method you must factor in the employee's % of effort if less than 100% in computing days to be paid for.

For FY17 - 09/01/16 - 08/31/17

Month	Days	Hours
Sept 2016	22	176
Oct 2016	21	168
Nov 2016	22	176
Dec 2016	22	176

Month	Days	Hours
Jan 2017	22	176
Feb 2017	20	160
Mar 2017	23	184
Apr 2017	20	160

Month	Days	Hours
May 2017	23	184
June 2017	22	176
July 2017	21	168
Aug 2017	23	184

TAMUK--SUBMIT TO:

Payroll
payroll@tamuk.edu

Questions:

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