

Engineering Payroll

Monthly Partial Payment Worksheet

Name: _____

Department: _____

UIN: _____

Partial Month Payment – Hourly Method

Number of Hours Worked (include holidays) _____ ÷ Hours in Month: _____ = Rate (Percentage Worked): _____

Monthly FTE _____ X Rate _____ X % Effort: Enter 1 for 100%, .5 for 50%...: _____ = Gross Pay Due _____

Partial Month Payment – Daily Method

Number of Days Worked (include holidays) _____ ÷ Days in Month: _____ = Rate (Percentage Worked): _____

Monthly FTE _____ X Rate _____ X % Effort: Enter 1 for 100%, .5 for 50%...: _____ = Gross Pay Due _____

Note:

If the days worked and annual term ends on the 15th of the month or days worked and annual term begins on the 16th of the month in the month being paid, the employee should receive half of that month's salary.