

Attachment to Payroll Notification to be sent on 7/24/15

To: SPA Permanent Employees

From: Payroll Services

Subject: Calculation of Biweekly Regular Pay for SPA Permanent Staff

As an SPA permanent employee of the University, you may see a slight difference in your paycheck starting with the July 24 payday. It is important to note that your annual salary has not changed. However, the amount you receive in each paycheck may be slightly different because the total number of workdays varies from year to year. A fuller explanation is below. If you have any questions, please contact your school/division HR office.

Your biweekly regular pay for each fiscal year is dependent on the number of workdays in that fiscal year. Essentially, your total annual salary is divided across the total number of workdays each year. Each biweekly pay period represents 80 work hours, which typically represents 8 hours a day for 10 workdays. The 26 biweekly payrolls provide payment for a total of 260 work days.

The regular biweekly paychecks you receive during fiscal year 2015-16 cover June 29, 2015, through June 26, 2016. However, because the first and last days of the 2015-2016 fiscal year are both workdays and because 2016 is a Leap Year and February 29, 2016 (Leap Day) is also a workday, there will actually be 262 workdays in the 2015-2016 fiscal year, which represent 2096 work hours (262 workdays times 8 hours a day). While your annual salary remains the same, your hourly pay will change due to this increased number of total work hours. In other words, your biweekly pay amount may change slightly, but over the course of the year, your total amount of annual salary will remain the same.