



## **How is my pay impacted if I do not begin my position at the beginning of the year?**

Employees who do not begin the school year on the first day of the contract for their duty day schedule are considered to be a 'late start'. For instance, a 190 duty day Media Clerk in a School Center is scheduled to begin work on August 12, 2008. If you are hired by the District into this position in October of 2008, you are considered a late start. In order to generate full (100%) deferred pay, employees must work their entire contract. Employees on a 26 pay calendar accrue their deferred pay throughout the school year. Time not worked due to a late start has a direct impact on the deferred pay accumulated for payout during the summer months. The impact on deferred pay varies based on the timing of the late start (mid-year hire). Please be aware that if you fall into this category it **will** impact the paychecks you receive during the summer months and they will be adjusted accordingly. Additionally, mid year salary or other adjustments to your annual salary amount will impact the final checks as well.

For illustration purposes we are using an example for the 2008 – 2009 School year:

1. Teacher Davis is hired by the District on October 10, 2008. Her position is 196 duty days.
2. She is placed on Step 1 with an annual salary of \$36,822.00. As a new hire she is automatically placed on a 26 pay frequency and her annual salary is divided by 26. This results in a biweekly pay amount of \$1,416.23.
3. She receives no additional pay items during the year.
4. Providing the job is set up in a timely manner, she is scheduled to receive a full biweekly paycheck on October 31, 2008 for the pay period October 11th – October 24<sup>th</sup>.
5. She continues to receive biweekly paychecks in this amount through June 12, 2009.
6. At that point in time, her contracted earnings are compared to her actual amounts paid and a 'balance of contract' amount is calculated.

7. Adjustments necessary to balance the contract are then spread evenly over the summer checks. For the purpose of this example, the summer checks paid to an employee in this duty day position were paid at the end of June, two in July and one in early August.
8. As shown in the reconciliation document on the next page, Teacher Davis was compensated for 154 days for the period, October 10, 2008 – June 05, 2009, the time period she was contracted to work.
  - The \$36,822.00 annual salary is divided by 196 days, or the number of days to complete the contract at 100%.
  - A daily rate of \$187.87 is derived and multiplied by the number of compensated days (154).
  - Teacher Davis will earn \$28,931.57 for the 2008 – 2009 school year.
  - As of the June 12, 2009 paycheck, Teacher Davis has received \$24,217.53 in earnings. Her balance of contract for the four (4) summer paychecks is \$4,714.04. When divided equally, the biweekly amount is \$1,178.51.
  - Since her regular biweekly pay is \$1,416.23 it is necessary to reduce the biweekly amount by \$237.72 to balance her contract.

**(Please see reconciliation document on the next page.)**

<b>Location</b>	9100
<b>Name</b>	Teacher Davis
<b>Employee ID</b>	100100

<b>LOA</b>	
------------	--

<b># of pays (22/26)</b>	26
--------------------------	----

**Comments / Notes / OP Reason**


<b>Start/End Date</b>	10/10-06/05/09			
<b>Annual salary</b>	\$36,822.00			
<b>DD</b>	196	196	196	196
<b>Pay Group</b>	70			
<b>(days worked)</b>	154			
<b>(daily rate)</b>	\$187.87	\$0.00	\$0.00	\$0.00
<b>Adjusted salary</b>	\$28,931.57	\$0.00	\$0.00	\$0.00
<b>Total (Adj Ann Sal)</b>	\$28,931.57			

<b>Hours</b>	7.5	7.5	7.5	7.5
<b>(hrly rate)</b>	\$25.049	\$0.000	\$0.000	\$0.000

<b>Based on # of days worked</b>	<b>Annual \$ Add'l</b>		
	<b>Daily rate</b>	\$0.00	\$0.00
	<b>Adj \$ Supp</b>	\$0.00	\$0.00

<b>Pay Date</b>	<b>REG</b>	<b>REG</b>	<b>MCOP</b>		<b>(if NOT deducted from REG \$)</b>				
			<b>RRG</b>		<b>Gross Pay</b>	<b>Add'l #1</b>	<b>Add'l #2</b>	<b>WOP/HRS</b>	<b>WOP/\$</b>
07/11/08					\$0.00				
07/25/08					\$0.00				
08/08/08					\$0.00				

08/22/08			\$0.00				
09/05/08			\$0.00				
09/19/08			\$0.00				
10/03/08			\$0.00				
10/17/08	\$141.62		\$141.62				
10/31/08	\$1,416.23		\$1,416.23				
11/14/08	\$1,416.23		\$1,416.23				
11/28/08	\$1,416.23		\$1,416.23				
12/12/08	\$1,416.23		\$1,416.23				
12/19/08	\$1,416.23		\$1,416.23				
01/09/09	\$1,416.23		\$1,416.23				
01/23/09	\$1,416.23		\$1,416.23				
02/06/09	\$1,416.23		\$1,416.23				
02/20/09	\$1,416.23		\$1,416.23				
03/06/09	\$1,416.23		\$1,416.23				
03/20/09	\$1,416.23		\$1,416.23				
04/03/09	\$1,416.23		\$1,416.23				
04/17/09	\$1,416.23		\$1,416.23				
05/01/09	\$1,416.23		\$1,416.23				
05/15/09	\$1,416.23		\$1,416.23				
05/29/09	\$1,416.23		\$1,416.23				

06/12/09	\$1,416.23				\$1,416.23				
06/26/09	\$1,416.23	-\$237.72			\$1,178.51				
07/10/09	\$1,416.23	-\$237.72			\$1,178.51				
07/24/09	\$1,416.23	-\$237.72			\$1,178.51				
08/07/09	\$1,416.23	-\$237.72			\$1,178.51				
-					\$0.00				
<b>TOTALS</b>	\$29,882.45	-\$950.88	\$0.00	\$0.00	\$28,931.57	\$0.00	\$0.00	0	\$0.00

<b>Adj Annual Sal</b>	\$28,931.57	
<b>Paid thru</b>	\$28,931.57	
<b>BOP</b>	\$0.00	
<b>Add'l #1</b>	\$0.00	
<b>Add'l #2</b>	\$0.00	<b>WOP Hours</b>
<b>WOP</b>	\$0.00	0
<b>(Over)/Under Payment</b>	\$0.00	

Add'l Pay Summary		
	Add'l #1	Add'l #2
<b>Adj \$ Supp</b>	\$0.00	\$0.00
<b>Supp Paid</b>	\$0.00	\$0.00
<b>Totals</b>	\$0.00	\$0.00

	Yes / No
<b>Schedule</b>	Yes
<b>Remove Adv Days</b>	Yes
<b>Processed by:</b>	Payroll

<b>Combo Code</b>	
-------------------	--

Form Ver. 9.0