

North Dakota State University

Policy Manual

SECTION 121

PARTIAL PAY AND HOURLY RATE CALCULATIONS

SOURCE: NDSU President

1. For regular employees who did not work a full pay period because: 1) employment did not begin on the first working day of a pay period, 2) employment did not end on the last working day, or 3) the employee took leave without pay during a pay period, the employee will be paid a partial pay period's pay. A partial pay period's pay is determined by first dividing the number of days worked in a pay period by the number of possible working days in a pay period. This percentage is then multiplied by the employee's pay period salary to determine the employee's partial pay period's pay.

- 1.1 Legal holidays (see Section 137) are not considered a working day in the determination of an employee's first or last day of employment.

2. For terminating employees with an accrued annual and/sick leave* balance, employees separating from service will be paid for any remaining annual leave and applicable sick leave. Payment for leave will be made the pay period following their final paycheck. To determine the rate of pay, the hourly rate is multiplied by the remaining leave balance.

*See Section 143, part 6, for eligibility for sick leave termination pay.

3. Hourly rates for 9, 10, and 12 month employees are calculated as follows:

- 3.1 Nine month employee:
(Annual salary (9 months)*) / 1560 hours = Hourly rate

- 3.2 Ten month employee:
(Annual salary (10 months)) / 1730 hours = Hourly rate

- 3.3 Twelve month employee:
(Annual salary (12 months)) / 2080 hours = Hourly rate

*Faculty and staff on nine month employment with eighteen paychecks are included in this category. (Use full annual contract salary.)

HISTORY:

New	July 1990
Amended	June 1996
Amended	September 1999
Amended	November 2005
Amended	October 2007