

Some Information Regarding the Proposed Change to Non-Exempt Employee Pay Frequency

- The attached worksheet is a tool to be used to help anticipate what your gross base pay each pay period would be beginning January 2009 if the proposed pay frequency change occurs. The pay periods are given to inform you about how your gross pay will vary from month to month based on the number of work days in the month. No employee will experience a negative change in annual gross pay as a result of the changes in the pay frequency. Please use the worksheet to determine how a pay frequency change would affect you.
- If a change is made to the pay frequency, the university will continue to explore additional tools to assist employees during the transition.
- All deductions (i.e. insurance premiums and taxes) would be split and withheld from each pay check.
- Questions and individual concerns can be addressed by contacting the Human Resources Payroll Office at 742-3211 or webmaster.payroll@ttu.edu

Information Regarding the Pay Frequency Worksheet

- Employees will continue to receive longevity pay, supplements, shift forms of pay outside of differentials, and other forms of base pay. The form only illustrates gross base pay.
- The worksheet includes a one time January 2nd paycheck in 2009 only.
- The illustration does not include deductions, Social Security withholdings and income taxes.

Calendar Year 2009 Worksheet for Non-Exempt Employee Semi-Monthly Pay Frequency

Please enter your total current annual base salary where indicated below to begin using this worksheet.

To Determine Your Hourly Rate

Annual Salary _____ /2080 (number of work hours in a year) = _____ **Hourly rate**
 (Enter Current Annual Base Salary)

To Determine Your Daily Rate

Hourly Rate _____ x 8 hours = _____ **Daily rate**

Pay Date	Pay Period	Work Days	Daily Rate	Gross Base Pay
2-Jan-09	Dec 1, 2008 - Dec 15, 2008	11 x	=	
9-Jan-09	Dec 16, 2008 - Dec 31, 2008	12 x	=	
23-Jan-09	Jan 1, 2009 - Jan 15, 2009	11 x	=	
January Total Gross Base Pay				
10-Feb-09	Jan 16, 2009 - Jan 31, 2009	11 x	=	
25-Feb-09	Feb 1, 2009 - Feb 15, 2009	10 x	=	
February Total Gross Base Pay				
10-Mar-09	Feb 16, 2009 - Feb 28, 2009	10 x	=	
25-Mar-09	Mar 1, 2009 - Mar 15, 2009	10 x	=	
March Total Gross Base Pay				
10-Apr-09	Mar 16, 2009 - Mar 31, 2009	12 x	=	
24-Apr-09	Apr 1, 2009 - Apr 15, 2009	11 x	=	
April Total Gross Base Pay				
8-May-09	Apr 16, 2009 - Apr 30, 2009	11 x	=	
22-May-09	May 1, 2009 - May 15, 2009	11 x	=	
May Total Gross Base Pay				
10-Jun-09	May 16, 2009 - May 31, 2009	10 x	=	
25-Jun-09	June 1, 2009 - June 15, 2009	11 x	=	
June Total Gross Base Pay				
10-Jul-09	June 16, 2009 - June 30, 2009	11 x	=	
24-Jul-09	July 1, 2009 - July 15, 2009	11 x	=	
July Total Gross Base Pay				
10-Aug-09	July 16, 2009 - July 31, 2009	12 x	=	
25-Aug-09	Aug 1, 2009 - Aug 15, 2009	10 x	=	
August Total Gross Base Pay				
10-Sep-09	Aug 16, 2009 - Aug 31, 2009	11 x	=	
25-Sep-09	Sep 1, 2009 - Sep 15, 2009	11 x	=	
September Total Gross Base Pay				
9-Oct-09	Sep 16, 2009 - Sep 30, 2009	11 x	=	
23-Oct-09	Oct 1, 2009 - Oct 15, 2009	11 x	=	
October Total Gross Base Pay				
10-Nov-09	Oct 16, 2009 - Oct 31, 2009	11 x	=	
25-Nov-09	Nov 1, 2009 - Nov 15, 2009	10 x	=	
November Total Gross Base Pay				
10-Dec-09	Nov 16, 2009 - Nov 30, 2009	11 x	=	
23-Dec-09	Dec 1, 2009 - Dec 15, 2009	11 x	=	
December Total Gross Base Pay				

2009 Estimated Annual Gross Base Pay

2009 Estimated Annual Gross Base Pay = January thru December Gross Base Pay

2010 Estimated Annual Gross Base Pay

2010 Estimated Annual Gross Base Pay = 2009 Estimated Annual Gross Base Pay minus January 2, 2009 Gross Base Pay

Please note: This form is for illustration purposes only.

Contact the Human Resources Payroll Office at 742-3211 or webmaster.payroll@ttu.edu with any questions or concerns.