

Monthly Supplemental Partial Month Payment Worksheet



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Instructions: This form is used by departments to calculate the partial payment of additional or supplemental pay for monthly paid employees. worksheet must accompany the supplement submitted for Payroll Services.

Employee Name	Department Name
Employee UIN	

PARTIAL MONTH PAYMENT - HOURLY RATE METHOD							
Monthly Salary	\$0.00	Divided By	0	= Hourly Rate of Pay		#DIV/0!	
			(Hours in Month)				
HOURS TO BE PAID FOR (including holidays)			0.00	X	Hourly Rate	#DIV/0!	= GROSS PAY DUE #DIV/0!

PARTIAL MONTH PAYMENT - DAILY RATE METHOD							
Monthly Salary	\$0.00	Divided By	0	= Daily Rate of Pay		#DIV/0!	
			(Days in Month)				
DAYS TO BE PAID FOR (including holidays)			0.00	X	Daily Rate	#DIV/0!	= GROSS PAY DUE #DIV/0!

Note: When using the Daily Rate Method you must factor in the employee's % of effort if less than 100% in computing days to be paid for.

For FY10 - 09/01/09 - 08/31/10

Month	Days	Hours
Sep-09	22	176
Oct-09	22	176
Nov-09	21	168
Dec-09	23	184

Month	Days	Hours
Jan-10	21	168
Feb-10	20	160
Mar-10	23	184
Apr-10	22	176

Month	Days	Hours
May-10	21	168
Jun-10	22	176
Jul-10	22	176
Aug-10	22	176

Need Help?
 College Station - payroll@tamu.edu
 Team PhD - 845-2782 or 845-2787
 Team CEO - 862-2898 or 845-2760
 Team PALS - 845-2797 or 845-4737
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