Salary calculations for summer 2025 appointments:

Summer 2025 includes 14 weeks, 560 hours.

- Dates should be inclusive of all work dates to ensure coverage and compliance with Workman's Compensation Insurance.

- Use <u>Institutional Base Rate</u>, this **MUST** include base salary plus stipend. (E4105 & E4107.) Look in NBAJOBS.

- Stipends are likely on a **sperate PCN**. Please use the below Argos report to show JOBS primary and stipend PCN combined hourly rate. *Human Resources.Production.Departmental Reports.Faculty Institutional Base Salary.Faculty Institutional Base Salary Report*

- Divide salary by the AY contract hours for the summer maximum hourly rate. See the below chart for the most used FTEs.
    - For deferred pay, the spread hourly rate is reflected in NBAJOBS. Take the salary and divide by the contract hours to get the true earned hourly rate.

<u>NBAJOBS record:</u>
Example of one FTE:
<u>$45,008.60</u> = $28.851666 round to $28.85/hr
1,560 hrs (1 FTE)

Example of one FTE on deferred pay:
<u>$99,652.80</u> = $62.283   **<u>$99,652.80</u> = $63.88**
1,600 (deferred pay)   **1,560 (use if 1 FTE)**

Example of less than one FTE: .875 fte
<u>$46,710.30</u> = $34.22/hr
1,365 hrs (.875 FTE)

FTE	AY Contracted Hrs
1.00	1560
0.96	1498
0.875	1365
0.85	1326
0.75	1170
0.60	936
0.50	780
0.25	390
0.20	312
0.125	195

Example FTE calculations for summer appointments:

<u>Maximum Summer Salary</u> = Earned Hourly rate X 14 weeks X 40 hrs/week
Ex: $28.85 X 14 weeks X 40 hrs = **$16,156**

<u>FTE Example:</u> will earn $4,000 over 5 weeks. (5 weeks x 40 hrs = 200 hours)
$4,000/$28.85 (max hourly rate) = 138.64818 hours, round to 139 hours
139 hours / 200 hrs = 0.695 FTE
Hours per pay/day would then be: .695 * 80= 55.60 per pay 5.56 per day

<u>Maximum Summer Salary</u> = Earned Hourly rate X 14 weeks X 40 hrs/week
Ex: $34.22 X 14 weeks X 40 hrs = **$19,163.20**

<u>FTE: Example:</u> will earn $4,000 over 5 weeks. (5 weeks x 40 hrs = 200 hours)
$4,000/$34.22 (max hourly rate) = 116.890707188 hours, round to 117 hours
117 hours / 200 hrs = 0.585 FTE
Hours per pay/day would then be: .585 * 80= 46.80 per pay 4.68 per day.