## **EXAMPLE 3**

## **SALARIED BI-WEEKLY - REPLACEMENT**

You are the HR Program Coordinator for the School of Public and International Affairs (SPIA). You are responsible for submitting personnel and budget amendment documents. The Business Manager hired a person to fill the **Administrative Assistant I** position that was vacated on January 16, 2015. The new employee is full time and her start date is **January 19**, **2015** with an annual salary of **\$25,025**.

The department number is **900**. The position short title is **CLRTCXXB**, job class code is **00093** and the account number is **1011GH900000**, object code **51120**.

The following are calculations that you will need when filling out the personnel document.

Step 1		
Work hours in t	the current fiscal	year
# of work	# of work	# 01

# of work days in Fiscal Year	X	# of work hours per day	=	# of work hours in Fiscal Year
261		8		2,088

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JUE	ν	_

Hourly rate				
Annual Salary	1	# of work hours in Fiscal Year	=	Hourly Rate
\$25,025		2,088		\$11.985

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Position Budg	et			
# of days to be worked in Fiscal Year (1/19-6/30)	X	# of work hours per day	=	Total # of hours worked in Fiscal Year
117	_	8		936

Step 3 Conti	iiueu	
Position Bu	dget	
Total # of hours worked in Fiscal Year	X Hourly Rate =	Position Budget
936	\$11.985 	\$11,218

Step	4
EFT	

Position Budget	/ Annual =	EFT
\$11,218	\$25,025	0.44800

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