Prorata Summer Pay (PSP) (9-Month Instructional Only)

- 9-month instructional
  - Work 9 months
  - Pay is prorated over 12 months
    - Continue voluntary deductions and paychecks
    - Avoid the appearance of a break in service
  - Summer pay dependent on length of service during the academic year or semester
  - PSP computation based on calendar days of 30 days/month

Academic Year VS. Semester

- Academic year
  - August 1 thru July 31
  - Must work 9 months to receive 12 months of pay

- Semester
  - Fall: August 1 thru January 31
  - Spring: January 1 thru June 30
  - Must work 4.5 months to receive 6 months of pay
Duty VS. Off-Duty Period

- **Duty Period**
  - Period of time the faculty member provides services to the University
  - 9 consecutive months (9-month faculty) from the designated on-duty date through commencement
  - List of on-duty dates sent out by the President/Chancellor’s Office
    - 2008-2009 duty dates: 08/18/08 thru 05/17/09

- **Off-Duty Period**
  - Non-instructional period the faculty member is not on-duty
  - Off-duty period: Day after commencement until the designated on-duty date for Fall (normally one week prior to the first day of instruction)

---

**Academic Year (8/1 – 7/31)**

- **Paid Over 12 Months**
- **Actual Days Worked**
- **On duty period (9-months)**
- **Start of Academic Year:** 8/1/08
- **On Duty Date:** 8/18/08
- **Commencement:** 5/17/09
- **End of Academic Year:** 7/31/09
- **Advanced PSP**
- **7/31/09**

Academic Year in Terms of Days

360 Days Paid
Calculation (Days Paid):
= 30 days per month x 12 months
= 360 days

270 Duty Days
Calculation (Days Worked):
= 30 days per month x 9 months
= 270 days

On duty period (9-months)

Counting Number of Days:
Whole months = 30 days (including February)
Partial months = Actual number of cal days in the month

Start of Academic Year
On Duty Date
Commencement
End of Academic Year

Advanced PSP
8/18/08
8/18/08
5/17/09
7/31/09

8/1/08
PSP

270 Duty Days
360 Days Paid

Calculation (Days Worked):
= 30 days per month x 9 months
= 270 days

On duty period (9-months)

Counting Number of Days:
Whole months = 30 days (including February)
Partial months = Actual number of cal days in the month
Fall (8/1 – 1/31) & Spring (1/1 – 6/30) Semester Hires

Fall (Paid)
- 08/01/08
- 08/18/08
- Start of Fall Semester
- On Duty Date

Fall (Duty)
- 01/05/09
- 01/13/09
- Exam/Comm

Spring (Paid)
- 05/17/09
- 06/30/09

Spring (Duty)
- 01/04/09
- 01/05/09
- Commencement

PSP

End of Spring Semester
Fall Semester in Terms of Days

Calculation (Days Paid):
\[= 30 \text{ days per month} \times 6 \text{ months} = 180 \text{ days}\]

Calculation (Days Worked):
\[= 30 \text{ days per month} \times 4.5 \text{ months} = 135 \text{ days}\]

Spring Semester in Terms of Days

Calculation (Days Paid):
\[= 30 \text{ days per month} \times 6 \text{ months} = 180 \text{ days}\]

Calculation (Days Worked):
\[= 30 \text{ days per month} \times 4.5 \text{ months} = 135 \text{ days}\]
Prorata Summer Pay Calculation

Year: How much of the 12 months should the 9-month faculty get paid for if he works less than 9 months?

Semester: How much of the 6 months should the 9-month faculty get paid for if he works less than 4.5 months?

PSP Late Hire Computation

What is the PSP for faculty member hired effective 11/01/2008?

1. Number of days missed
2. % of duty days not worked
3. Total days not earned
4. PSP month and day

360 Days Paid

270 Duty Days
PSP Late Hire Computation

What is the PSP for faculty member hired effective 11/01/2008?

1. **Number of days missed**
2. % of duty days not worked
3. Total days not earned
4. PSP month and day

Days missed from 08/18/08 to 11/01/08

Break down month by month:
- 08/18/08 to 08/31/08 = 14 days
- September = 30 days
- October = 30 days
- Total days missed = 74 days

---

Note: Count actual calendar days for partial month and 30 days for whole months

---

PSP Late Hire Computation

What is the PSP for faculty member hired effective 11/01/2008?

1. Number of days missed
2. % of duty days not worked
3. Total days not earned
4. PSP month and day

360 Days Paid

74 days missed ÷ 270 duty days = 0.2741 of the 9 months not earned

---

Note: Academic year calculation
30 days x 9 months = 270 duty days
PSP Late Hire Computation

What is the PSP for faculty member hired effective 11/01/2008?

1. Number of days missed
2. % of duty days not worked
3. Total days not earned
4. PSP month and day

On duty period (9-months)

Note: Academic year calculation
30 days x 12 months = 360 days

On duty period (9-months)

PSP Late Hire Computation

What is the PSP for faculty member hired effective 11/01/2008?

1. Number of days missed
2. % of duty days not worked
3. Total days not earned
4. PSP month and day

10/31/09

08/18/08

08/01/08

Adv PSP

0.2741

74 days missed

07/31/09

05/17/09

PSP

98 days

98 days unearned

12 month period

98 days

10/31/09

07/31/09

07/24/09

05/17/09

07/24/09

LWOP

Calculation:
October 2009 = 30 days
September 2009 = 30 days
August 2009 = 30 days
07/31/09 to 07/24/09 = 8 days
Total unearned days = 98 days

Subtract 98 total unearned days from 10/31/09 (12 months from date of hire)
### University Of Hawaii

#### Payroll Notification Form

**Employee ID:** 10554832  
**Employee Name:**

**Position:** ASSIST PROF, UHM, S-NO

**Effective Date:** 03/22/2020

#### Employment Information

**Job Title:** ASSIST PROF, UHM, S-NO

**Department:** ART DEPT

**Job Code:** 20111200

**Employment Status:** Full Time

**Salary:** 10580.00

**Hourly Rate:**

- **Regular:** 1.00
- **Fr. Pay:** 1.00

**Pay Period:** 03/22/20 to 04/18/20

**Pay Frequency:** Biweekly

**Salary Pay Period:** 03/22/20

**Salary Pay Rate:** 1.0000

**Tuition:**

- **Regular:** 5,160.67
- **Fr. Pay:** 5,160.67

**Position Title:**

- **Regular:** ASSIST PROF, UHM, S-NO
- **Fr. Pay:** ASSIST PROF, UHM, S-NO

**Position Number:** 0357902

**Position Title:** ASSIST PROF, UHM, S-NO

**Position Number:** 0357902

**Position Title:** ASSIST PROF, UHM, S-NO

**Position Number:** 0357902

### Work Location

**Work Location:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Status</td>
<td>Active</td>
</tr>
<tr>
<td>Action Date</td>
<td>03/23/2020</td>
</tr>
<tr>
<td>Action Reason</td>
<td>Reduction in Labor</td>
</tr>
<tr>
<td>Eff Start</td>
<td>03/22/20</td>
</tr>
<tr>
<td>Eff End</td>
<td>04/18/20</td>
</tr>
<tr>
<td>Action</td>
<td>Reduction in Labor</td>
</tr>
<tr>
<td>Eff Start</td>
<td>03/22/20</td>
</tr>
<tr>
<td>Eff End</td>
<td>04/18/20</td>
</tr>
<tr>
<td>Position Number</td>
<td>0357902</td>
</tr>
<tr>
<td>Position Title</td>
<td>ASSIST PROF, UHM, S-NO</td>
</tr>
</tbody>
</table>

**Company:** BOR  
**Business Unit:** UHPPS  
**Department:** UH Board of Regents

**Location:** UH ART DEPT

**Supervisor:**

- **Name:**  
- **Unit Code:** 01

**Job Code:**

- **Employment Data**
- **Earnings Distribution**
- **Benefits Program Participation**

---

**Note:** The above information is subject to change and may not be accurate at the time of printing. Please refer to the most current records for the latest information.
PSP Early Resignation Computation

What is the effective resignation date for a faculty member who resigns on 10/31/08?

1. Number of days worked
2. % of days worked
3. Total days earned
4. Effective date of resignation

```
Fall (180 Days Paid)
08/01/08  08/18/08
Adv  PSP

Fall (135 Duty Days)
10/3/08  10/3/09
Resign

On Duty Date
05/1/09
PSP

06/1/09
```
PSP Early Resignation Computation

What is the effective resignation date for a faculty member who resigns on 10/31/08?

1. **Number of days worked**
2. % of days worked
3. Total days earned
4. Effective date of resignation

Days worked from 08/18/08 to 10/31/08

Break down month by month:
- 08/18/08 to 08/31/08 = 14 days
- September = 30 days
- October = 30 days
- Actual days worked = 74 days

**Fall (180 Days Paid)**
- 08/31/08
- 09/18/08
- 09/30/08
- 10/17/08
- 10/31/08

**Fall (135 Duty Days)**
- 08/01/08
- 08/31/08
- 09/30/08
- 10/31/08
- 11/30/08

74 days worked ÷ 135 duty days (sem) = 0.5481 of the semester worked

10/31/08

**Exam/Comm**

74 actual days worked

0.5481
PSP Early Resignation Computation

What is the effective resignation date for a faculty member who resigns on 10/31/08?

1. Number of days worked
2. % of days worked
3. Total days earned
4. Effective date of resignation

Fall (180 Days Paid)
Fall (135 Duty Days)

- 08/01/08
- 10/31/08
- 01/31/09
- 05/17/09
- 06/30/09

Adv PSP

Fall (135 Duty Days)

- 08/01/08
- 10/31/08
- 01/31/09
- 05/17/09
- 06/30/09

Adv PSP

Note: In "remarks" on the PNF, add "Includes all prorata summer pay."
Leave Without Pay (LWOP)

If LWOP is from 10/31/08 to 12/04/08, how many days should be deducted?

1. Number of days missed
2. % of duty days not worked
3. Total days not earned
4. Number of days deducted

Break down month by month:

- 10/31/08 – 10/31/08 = 1 day
- November = 30 days
- 12/01/08 – 12/04/08 = 4 days
- Total days missed = 35 days

Days missed from 10/31/08 thru 12/04/08

- 360 Days Paid
- 270 Duty Days
- 35 Days
- LWOP
Leave Without Pay (LWOP)

If LWOP is from 10/31/08 thru 12/04/08, how many days should be deducted?

1. **Number of days missed**
2. **% of duty days not worked**
3. **Total days not earned**
4. **Number of days deducted**

35 days missed ÷ 270 duty days = 0.1296 of the 9 months not earned

35 Days

0.1296

0.1296 x 360 (12 months of prorated sal) = 46.656, drop decimals to = 46

46 total unearned days (12 month period)
### Leave Without Pay (LWOP)

If LWOP is from 10/31/08 thru 12/04/08, how many days should be deducted? **11 additional days**

1. Number of days missed
2. % of duty days not worked
3. Total days not earned
4. **Number of days deducted**

#### Calculation:
- **Number of days missed**: 35 Days LWOP
- **35 Days LWOP**: 0.1296
- **Total days not earned**: 46 total unearned days (12 month period)
- **Less 35 LWOP days**: = 11 additional days to deduct

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/18/08</td>
<td>Adv PSP</td>
</tr>
<tr>
<td>10/31/08</td>
<td>35 Days LWOP</td>
</tr>
<tr>
<td>12/04/08</td>
<td>5/17/09</td>
</tr>
<tr>
<td></td>
<td>PSP</td>
</tr>
<tr>
<td>7/21/09</td>
<td>11 Days LWOP</td>
</tr>
<tr>
<td>7/31/09</td>
<td></td>
</tr>
<tr>
<td>Work Location</td>
<td>Job Information</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Faculty: LVOP</td>
<td>Employee</td>
</tr>
</tbody>
</table>

**Work Location**

<table>
<thead>
<tr>
<th>Employee Status:</th>
<th>Action Date:</th>
<th>Job Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave of Absence</td>
<td>03/23/2009</td>
<td>Primary Job</td>
</tr>
</tbody>
</table>

**Effective Date:** 07/21/2009
**Appr Per From:** 07/21/2009

**Position Number:** 08544311

**Company:** BOR
**Business Unit:** UHPS
**Department:** 22111200
**Location:** MAN

**Supervisor ID:**
**Report To:**

**Job ID:**

**Job Data**

<table>
<thead>
<tr>
<th>Employment Data</th>
<th>Earnings Distribution</th>
<th>Benefit Program Participation</th>
</tr>
</thead>
</table>
Level Pay Option (LVL)

- Commonly occurs for Spring Hires
- If faculty member does not provide 9 consecutive months of service, the employee must be placed on Leave Without Pay during the summer if the employment is continued the following semester.
- To avoid hardship of interrupted benefits and pay, the employee is given the option of spreading their salary over the pay periods from the initial hire through July 31.
Level Pay Option

Spring (6 months)

6 months pay spread over 7 months

Spring (4.5 Months Duty)

LWOP 7/1 – 7/31

Fall Semester

Hired 01/01/09

Full Salary = 4,026 per month

4,026 x 6 months = 24,156 ÷ 7 months = 3,450.86 per month

Level Pay Option

4,026/month

3,450.86/month

Spring (4.5 Months Duty)

LWOP 7/1 – 7/31

Fall Semester
4,026 x 6 = 24,156

\[ \frac{24,156}{7} = 3,450.86 \]
<table>
<thead>
<tr>
<th>Work Location</th>
<th>Job Information</th>
<th>Payroll</th>
<th>Salary Plan</th>
<th>Compensation</th>
<th>UH CIS Data</th>
<th>NTE Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Line of Pay</td>
<td>Employee</td>
<td>EmpID: 11123456</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Location</td>
<td>Find</td>
<td>View All</td>
<td>Page 1</td>
<td>1 of 2</td>
<td>Last</td>
<td></td>
</tr>
<tr>
<td>Employee Status:</td>
<td>Active</td>
<td>Action Date: 08/01/2008</td>
<td>Job Ind: Primary Job</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action / Reason:</td>
<td>Pay Rate Change</td>
<td>Eff Seq: 140</td>
<td>Pay Adjustment-Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective Date:</td>
<td>08/01/2008</td>
<td>To: 10/31/2008</td>
<td>P&amp;I: 30751</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Number:</td>
<td>0682348</td>
<td>ASST PROF - UHMI-9-M0</td>
<td>Position Management Record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use Position Data</td>
<td>BOR Title</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company:</td>
<td>BOR - Board of Regents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Unit:</td>
<td>UHFBSC - Univ of Hawaii PeopleSoft Sys</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>2211200 - ART DEPT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td>MAN - Main</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor ID:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reports To:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishment ID:</td>
<td>UH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Island Code:</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Code:</td>
<td>07</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Data</td>
<td>Employment Data</td>
<td>Earnings Distribution</td>
<td>Benefits Program Participation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Work Location</th>
<th>Job Information</th>
<th>Payroll</th>
<th>Salary Plan</th>
<th>Compensation</th>
<th>UH CIS Data</th>
<th>NTE Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Line of Pay</td>
<td>Employee</td>
<td>EmpID: 11123456</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Info</td>
<td>Find</td>
<td>View All</td>
<td>Page 1</td>
<td>1 of 2</td>
<td>Last</td>
<td></td>
</tr>
<tr>
<td>Payroll Date:</td>
<td>08/01/2009</td>
<td>Effective Sequence: 0</td>
<td>Job Indication: Primary Job</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action / Reason:</td>
<td>Pay Rate Change</td>
<td>Pay Adjustment-Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll for North America</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Group:</td>
<td>SEMI-MONTHLY EMPLOYEES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Type:</td>
<td>Stated</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warrant Distribution:</td>
<td>402</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll number:</td>
<td>509</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement Code:</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FICA Code:</td>
<td>H</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Months per Year:</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>003000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Data</td>
<td>Employment Data</td>
<td>Earnings Distribution</td>
<td>Benefits Program Participation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---
**Work Location | Job Information | Payroll | Salary Plan | Compensation | UH CS Data | NTE Job**

<table>
<thead>
<tr>
<th>Sample Level Pay</th>
<th>Employee</th>
<th>EmpID: 11123456</th>
<th>Emp Rcd#: 0</th>
</tr>
</thead>
</table>

**Compensation**

<table>
<thead>
<tr>
<th>Effective Date: 08/01/2009</th>
<th>Effective Sequence: 0</th>
<th>Job Indicator: Primary Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action / Reason: Pay Rate Change</td>
<td>Pay Adjustment - Other</td>
<td>Future</td>
</tr>
</tbody>
</table>

**Compensation Rate:** 4,926,000.00 [Formula] **Frequency:** M

**Comparative Information**

<table>
<thead>
<tr>
<th>Change Amount: 0</th>
<th>Adj Monthly Salary: 3,459.66</th>
<th>LSD Comp-Ratio:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Percent: 0.906</td>
<td>Monthly Rate: 4,028.900</td>
<td>Annual Rate: 48,312.900</td>
</tr>
</tbody>
</table>

**Salary Administration Plan:** M09 **Grade:** I3M09 **Step:**

**Default Pay Components**

---

**Job Data**

**Employment Data**

**Earnings Distribution**

**Benefit Program Participation**

---

**University Of Hawaii**

**Payroll Notification Form**

<table>
<thead>
<tr>
<th>Name: CARTS &amp; HKM</th>
<th>Name: ART DEPT.</th>
<th>Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Fit Men</th>
<th>Fit Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prov Stat</td>
<td>Prov Stat</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Fit Men</th>
<th>Fit Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prov Stat</td>
<td>Prov Stat</td>
<td></td>
</tr>
</tbody>
</table>

**Appointment Period From:** 08/01/2009

**Pay Adjustment to Base Pay after Level Pay option 01-01-09 to 07-31-09**

The above appointment is contingent on the availability of funds and use provisions when applicable. It is certified that the appointment is in compliance with Board of Regents policies and applicable statutes and regulations, in the event that service does not continue throughout the term, if any be specified, the salary due will be based upon the period of actual service.

I certify that, to the best of my knowledge, the appointment or personnel transaction(s) shown above is in compliance with Board of Regents policies and all applicable statutes and regulations.

**Approving Officer Signature/Date:**

**Fiscal Officer Signature/Date:**

---

26
A note on Folder Search
When an employee separates, look for such events as:
LWOP
Change in FTE
Flip flops (from 9-mo to 11 mo or Executive and vice versa)

Lecturer
based on paid days which include holidays

Late Hire
Early Separation
LWOP
O:\ssal\training\psp & lect mar 2009.ppt
Lecturer Late Hire Formula

- Class Hours to be taught / class hours in the semester = % of class hours to be taught

Note: can count number of classes or number of class hours

- % class hours taught * annual base salary = total compensation due Lecturer
- Total compensation / balance of months to be paid in the semester = new monthly rate

Example: Late Hire Lecturer

Step 1: Calculate total amount due Lecturer

Example: 3 credits, $3,789/sem

Actual Start Date = 09-29-08

115 class hours to be taught / 195 total class hours in sem = .5897 of class to be taught

.5897 * $3,789 = $2,234.37 to be paid to lecturer
Step 2: Spread out amount over remaining pay periods

Remaining full pay periods = 10-01-08 to 01-16-09 = 7 pay periods

PS Work Location Panel:
   Effective Date = 10-01-2008
   Appt Period: 09-29-08 to 01-15-09

PS Payroll Panel: Pay Group = LC7 (Lecturer paid over 7 pp)

Compensation Panel:
   Compensation Rate = 2,234.37
   Comp Frequency = A (Annual)

PNF will reflect a monthly rate of
2,234.37 / 3.5 = 638.39
Lecturer Early Separation Formula

- Class Hours taught / class hours in the semester = % of class hours taught
- % class hours taught * annual base salary = total amount due lecturer
- Total amount due lecturer less actual amount already paid to date = balance still owed to the lecturer
- Monthly rate / number of paid days (includes holidays) in the month = daily rate
- Total compensation due / daily rate = number of additional days to pay beyond last paid day.
Example: Lecturer – Early Separation

Step 1: Calculate total amount due Lecturer

Example: 3 credits, $842/month, $3,789/sem

Actual last work day = 09-29-08

Number of classes taught / total number of classes in semester = % taught

10 / 33 = .3030

.3030 * 3789 = 1148.07 due lecturer for what was taught

Step 2: Compute was what already paid to calculate remainder due lecturer

First half of September = paid $421.00

Outstanding = $1,148.07 – $421 = $727.07 due lecturer

Step 3: Compute daily rate

Number of paid days in month of September = 22 days

Monthly rate / paid days in month = $842 / 22 = $38.27 daily rate
Step 4: Calculate how many more days due lecturer beyond last paid day

\[ \frac{727.07}{38.27} = 18.998 \text{ work days due lecturer beyond last paid day} \]

September 16 + 18.998 days = October 10, 2008 (partial .998) adjusted last day of pay.

Partial day indicates what percent of the day to PAY. Ex: pay for 75% of a day is entered in p/s PNF maintenance panel as 750 w/o decimal point.

PS Work Location panel: Effective date = 10-11-2008 (PNF minuses one day)

PNF: Include Remarks: Last work date 09-29-08; pay from 09-01-08 to 10-10-08 (partial day pay .998).
### Work Location

- **Location**: Status: Terminated
- **Action Date**: 03/15/2009
- **Job ID**: Primary Job

### Employee Information
- **EmpID**: 10524805
- **EmpID Recd**: 9

#### Company Information
- **Company**: BOR
- **Business Unit**: UHRSS
- **Department**: ART DEPT
- **Location**: MANA

#### Supervisor and Reports To
- **Supervisor ID**: 2
- **Establishment ID**: MA
- **Reports To ID**: 61

#### Employment Data
- **SSN**: 999-88-7777
- **Pfn date**: 04/14/2009
- **Pfn time**: 12:58:09AM
- **Doc no**: 380056
- **PR**: F69
- **WID**: 521
- **Birthdate**: 12/17/1974
- **Sex**: F
- **Marital status**: S
- **Fed Exempt**: 2
- **State Exempt**: 2
- **Pay class**: LCT
- **Retивnce**: N
- **Inst**: 2
- **Visa**: PR
- **Tenure**: N/A
- **UH Appt**: 09/01/2008
- **Appointment period from**: 08/05/2008
- **To**: 01/15/2009
- **BOR Appts**:

#### Actions in suspend
- **TER**: 800
- **Resignation**: 10/10/2008

---

```
Print PNF ("Now")
```

Lecturer LWOP Formula

- Class Hours missed / class hours in the semester = % of class hours missed in semester

- % of class hours missed * annual salary = total amount not earned due to LWOP

- Compute daily rate

- Total amount not earned / daily rate

=number of paid days on LWOP
Example Lecturer on LWOP

Step 1: Calculate % of semester missed

Example: 6 credits, $2,024/month, $9,108/sem

Actual LWOP: 10-14-08

Total hours missed = 2.5 hours
Total in semester = 77.50

2.5 / 77.5 = .0323 of semester missed

Step 2: Calculate total amount lost due to LWOP

.0323 * 9108 = 294.19

Step 3: Convert this into paid days lost by using daily rate

Daily Rate = 2024 / 23 = $88 daily rate

294.19 / 88 = 3.343 days without pay

= LWOP 10-14-08 to partial 10-17-08

return 10-17-08 partial day pay = 657
University Of Hawaii

Payroll Notification Form

03/18/2009

SSN: 555-66-7777
Name: Lecturer, LWOP
Employee ID: 10947541

Position Title: Lecturer, LWOP
Position Code: LECTURER, C. B
Grade: LB
FTE: 0.53500

To: Position Title: Lecturer, LWOP
To: Position Code: LECTURER, C. B
Grade: LB
FTE: 0.53500

Annual: 9,109.00
Semi-ann: 1,012.00

Pay Type: BASER
Account Code: 09954
Percent: 1.00
Semi-monthly: 566.00

Items
- LECTURER, C. B: 10-14-08: for planning pay: 10-14-08 to 10-17-08 (pay partial day, 55%) The above appointment is the result of a position elimination and/or retirements. It is certified that the assignment is in compliance with Board of Regents policies and applicable statutes and regulations. In the event that service does not continue throughout the term, if any, the service will be based upon the period of actual service.

I certify that, to the best of my knowledge, the appointment or personnel transaction(s) shown above are in compliance with Board of Regents policies and

Appointing Officer Signature/Date