

Recently the Human Resources staff has received several questions regarding the calculation of the hourly rate of pay and the formula for the calculation. Below is a job-aid to assist you with this calculation.

COMPUTATION OF HOURLY RATE

All pay is computed on the basis of 2080 work hours annually.

1. In order to calculate hourly base rate of pay for **full-time employees**:

Monthly Base Rate of Pay x 12	= Hourly Base Rate of Pay
2080 hours	

2. In order to calculate hourly base rate of pay for **part-time employees**:

Monthly Base Rate of Pay x 12	= Hourly Base Rate of Pay
2080 hours x FTE*	

*denotes "full-time equivalency."

Example: Employee's base rate of pay is \$2,140.75. He/she is working 20 hours per week or .50 FTE.

\$2,140.75 x 12	= \$24.70 per hour
2080 hours x .50	

3. An employee who is paid on a monthly basis and is assigned a period rate of pay shall have the wage payment for any **partially worked pay period** computed as follows:

Number of Hours Worked	= Percentage of Time Worked
Number of Work Hours in Month	

Monthly Period Rate	X	Percentage of Time Worked	=	Wage Payment
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Example: Employee is paid 65 hours in the month of February 2012. The hours paid include any hours worked and leave available at the time the leave is used. Leave can be annual, sick, personal holiday, paid holidays, and/or administrative leave or any combination of paid leave that offsets the hours the employee should have worked during the month.

February 2012 Contracted Hours = 168

65/168 = 38.69%

Monthly Pay Rate = \$2,500.00

\$2,500.00 x .3869 = \$967.25 wage payment

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