

PY-01 Calculating Base Pay for Split Months

Purpose

The purpose of this job aid is to explain how to calculate base pay for split months.

New Employee with a Start Date After the First Day of the Month

There are 6 steps to complete this process.

Step 1. Use PA20 to display Planned working time (IT0007) for the employee.

Step 2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.

Step 3. Count the days the employee worked.

Step 4. Count possible workdays in the month.

Step 5. Use PA20 to display Basic Pay (IT0008) and look at monthly base pay.

Step 6. Use this equation to figure base pay for the month:

Image

$$\frac{\text{Number of days employee works for the state}}{\text{Number of possible working days from the work schedule}} \times \text{Base Pay} = \text{Pay Amount}$$

Example 1

There are 4 steps to complete this process.

Thomas McGregor starts work on September 19.

Step 1. Use PA20 to view Planned Working Time (IT0007).

Step 2. Click the Work schedule button to look at Thomas' work schedule. Counting 9/19, he worked 8 days of a possible 22 days.

Image

Display Work Schedule

Menu      Choose Previous month Next month

ES grouping	2	DWS grouping	10	Monthly hours	176.00
Holiday Calendar ID	NC	Period work schedule	D01A		
PS grouping	10	Work schedule rule	D01N08GN		

Valid	September	2025	Chngd	07/22/2025	00487811
-------	-----------	------	-------	------------	----------

Work Schedule

[illegible]

Image

6,250.00	USD
----------	-----

Step 4. Complete the calculation for September Pay.

Image

$$\frac{8 \text{ (days worked)}}{22 \text{ (possible work days in month)}} \times \$6,250 \text{ (base pay)} = \$2,272.73$$

Example 2

There are 5 steps to complete this process.

Rita Henry starts work on September 19.

Step 1. Use PA20 to view Planned Working Time (IT0007).

Step 2. Click the Work schedule button to look at her work schedule.

Image

Display Work Schedule

Menu

Choose

Previous month

Next month

ES grouping	2	DWS grouping	10	Monthly hours	180.00
Holiday Calendar ID	NC	Period work schedule	D02E		
PS grouping	10	Work schedule rule	D02N10_F		

Valid	September	2025
-------	-----------	------

Chngd 07/22/2025 00487811

Work Schedule

[illegible]

Step 3. Counting 9/19, she worked 6 days out of a possible 16.

Step 4. Use PA20 and Basic Pay (IT0008) to find her monthly base pay, which is \$2,754.58.

Image

Display Basic Pay (0008)

Menu | [Dropdown] | [Icons] | Salary

Subtype: Basic contract

Salary

Reason	ZA Reallocation	Cap.util.lvl	100.00
PS type	07 General	WkHrs/period	173.33 Monthly
PS Area	01 Annual Salaries	Next inc.	
PS group	GN09 Level 00	Ann.salary	33,055.00 USD

Wag...	Wage Type Long Text	O...	Amount	Curre...	In...	A...	Number/Unit	Unit
1000	Regular Salary			2,754.58	USD	☒	0.00	

Step 5. Complete the calculation for September Pay.

Image

$$\frac{6 \text{ (days worked)}}{16 \text{ (possible work days in month)}} \times \$2,754.58 \text{ (base pay)} = \$1,032.97$$

Current Employee with Mid-Month Salary Change

Figure Salary for First Part of the Month.

There are 6 steps to complete this process.

Step 1. Use PA20 to display Planned working time (IT0007) for the employee.

Step 2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.

Step 3. Count the days the employee worked at salary 1.

Step 4. Count possible workdays in the month.

Step 5. Use PA20 to display Basic pay (IT0008) to look at monthly base pay for salary 1.

Step 6. Use this equation to figure base pay for salary 1.

Image

$$\frac{\text{Number of days employee worked at salary 1}}{\text{Number of possible working days from the work schedule}} \times \text{Base Pay 1} = \text{Salary amount 1}$$

Figure Salary for Second Part of the Month.

There are 7 steps to complete this process.

Step 1. Use PA20 to display Planned working time (IT0007) for the employee.

Step 2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.

Step 3. Count the days the employee worked at salary 2.

Step 4. Count possible workdays in the month.

Step 5. Use PA20 to display Basic pay (IT0008) to look at monthly base pay for salary 2.

Step 6. Use this equation to figure base pay for salary 2.

Image

$$\frac{\text{Number of days employee worked at salary 2}}{\text{Number of possible working days from the work schedule}} \times \text{Base Pay 2} = \text{Salary amount 2}$$

Step 7. Use this equation to figure the total for the month.

Image

$$\text{Salary amount 1} + \text{Salary amount 2} = \text{Total monthly salary}$$

Example 1

Thomas McGregor gets a salary increase mid-month and remains on the same work schedule 1.

Thomas McGregor works from October 1 to October 12 at a rate of \$6,250 per month. Effective October 13, he gets a salary increase to \$6,680 per month.

Figure Salary for First Part of the Month

There are 5 steps to complete this process.

Step 1. Use PA20 to display Planned working time (IT0007) for the employee.

Step 2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.

Step 3. Count the days he worked at \$6,250 per month.

Step 4. Count possible workdays in the month.

Step 5. Use this equation to figure base pay for salary 1.

Image

$$\frac{8 \text{ (days worked at salary amount 1)}}{23 \text{ (possible working days)}} \times \$6,250 \text{ (Base Pay 1)} = \$2,173.91 \text{ (Salary 1)}$$

Figure salary for Second Part of the Month.

There are 5 steps to complete this process.

Step 1. Use PA20 to display Planned working time (IT0007) for the employee.

Step 2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.

Step 3. Count the days the employee worked at \$6,680 per month. Since it is the same schedule, possible workdays should remain the same.

Step 4. Use this equation to figure base pay for salary 2.

Image

$$\frac{15 \text{ (days worked at salary amount 2)}}{23 \text{ (possible working days)}} \times \$6,680 \text{ (Base Pay 2)} = \$4,356.52 \text{ (Salary 2)}$$

Step 5. Use this equation to figure the total for the month.

Image

$$\$2,173.91 \text{ (Salary 1)} + \$4,356.52 \text{ (Salary 2)} = \$6,530.43 \text{ (Total monthly salary)}$$

Example 2

Wanda Hill changed positions mid-month, had a schedule change, and a mid-month salary increase.

Employee Wanda Hill works from September 1 to September 19 at a rate of \$6,250. Starting September 23, she starts a new position with a new schedule and a salary increase to a rate of \$6,680.

Figure Salary for First Part of the Month

There are 5 steps to complete this process.

Step 1. Use PA20 to display Planned working time (IT0007) for the employee.

Step 2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.

Step 3. Count the days she worked at \$6,250 per month.

Step 4. Count possible workdays in the month for the first schedule. From 9/1 to 9/19, she worked 11 days out of a possible 16.

Step 5. Use this equation to figure base pay for salary 1.

Image

$$\frac{11 \text{ (days worked at salary amount 1)}}{16 \text{ (possible working days, schedule 1)}} \times \$6,250 \text{ (Base Pay 1)} = \$4,296.88 \text{ (Salary 1)}$$

Figure Salary for Second Part of the Month.

There are 6 steps to complete this process.

Step 1. Use PA20 to display Planned working time (IT0007) for the employee.

Step 2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.

Step 3. Count the days she worked at \$6,680 per month.

Step 4. Count possible workdays in the month for the second schedule. From 9/20 to 9/30, she worked 7 days out of a possible 22.

Step 5. Use this equation to figure base pay for salary 2.

Image

$$\frac{7 \text{ (days worked at salary amount 2)}}{22 \text{ (possible working days, schedule 2)}} \times \$6,680 \text{ (Base Pay 2)} = \$2,125.45 \text{ (Salary 2)}$$

Step 6. Use this equation to figure the total for the month.

Image

$$\text{\$4,296.88 (Salary 1)} + \text{\$2,125.45 (Salary 2)} = \text{\$6,422.33 (Total monthly salary)}$$

First Published

Mon, 01/12/2009

Last Updated

Mon, 10/27/2025

[View PDF](#)