



North East Independent School District

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Department of
Payroll

PRORATION OF SALARY- CERTIFIED EMPLOYEES

North East ISD prorates the gross pay for all exempt Certified Professional employees. Proration is a calculation which distributes the payment equally over a set period of time. For employees that are not scheduled to work during the summer months or holiday breaks, this means that you will still receive your normal standard gross during those periods.

Professional employees who work the full school year have their salary prorated equally over 12 payments. Prorated salaries are based on the number of days in your work schedule, scheduled hours per day, and hourly rate. Please see example below:

FORMULA TO CALCULATE CERTIFIED MONTHLY STANDARD GROSS

- Annual Base Salary = Daily rate x Number of days in work schedule
- Standard Monthly Gross Pay = Annual Base Salary / 12 monthly payments

EXAMPLE FOR EXEMPT EMPLOYEE WHO STARTED THE FIRST DAY OF THE WORK SCHEDULE

- Daily Rate = \$280.00
- Days in work schedule = 187
- Annual Base Salary = \$280.00 x 187 days = **\$52,360.00**
- Monthly Gross Pay = \$52,360.00 / 12 monthly payments = **\$4,363.33 standard gross** per check
 - 12 checks = September 2019 through August 2020

LATE / MID-YEAR HIRES

Annual salary and gross pay will be adjusted based on hire date, actual work days remaining in the work schedule and payments remaining for the specific school year.

EXAMPLE FOR A LATE HIRE EXEMPT EMPLOYEE HIRED ON 12/3/2019 WITH 110 REMAINING DAYS

- Daily Rate = \$280.00
- Days remaining to work in work schedule = 110
- Annual Base Salary = \$280.00 x 110 days = **\$30,800.00**
- Monthly Gross Pay = \$30,800.00 / 9 monthly payments = **\$3,422.22 standard gross** per check
 - 9 checks remaining = December 2019 through August 2020

NOTE: The above examples are for illustration purposes only and do not factor in any deductions or other benefits selected by individual employees.

If you have questions regarding proration, please contact the Payroll Department at 407-0186.