## TEXAS A&M \* ENGINEERING

Texas A&M College of Engineering • Texas A&M Engineering Experiment Station • Texas A&M Engineering Extension Service • Texas A&M Transportation Institute

**Engineering Payroll** 

## Monthly Partial Payment Worksheet

Name:	Department:
UIN:	
Partial Month Payment – Hourly Method	
Number of Hours Worked (include holidays)	+ Hours in Month: = Rate (Percentage Worked):
Monthly FTE X Rate	_ X % Effort: Enter 1 for 100%, .5 for 50%:= Gross Pay Due
Partial Month Payment – Daily Method	
Number of Days Worked (include holidays)	÷ Days in Month: = Rate (Percentage Worked):
Monthly FTE X Rate	_X % Effort: Enter 1 for 100%, .5 for 50%:= Gross Pay Due

Note:

If the days worked and annual term ends on the 15<sup>th</sup> of the month or days worked and annual term begins on the 16<sup>th</sup> of the month in the month being paid, the employee should receive half of that month's salary.