CALCULATION OF DAILY RATE
WORKSHEET FOR TEACHING ASSISTANTS AND
TEACHING ASSOCIATES

Please adjust the quarterly Pay:

Name: _____   Date: _____

Department: _____   Emp#: _____

                                             Student ID# _____

Quarter: _____   Service Period: _____

"Wkg Days" in Quarter: _____ ⭐   Dates of Actual Svc: _____
(Refer to AP website for current pay, service schedule, and working days in quarter)

1. Calculate Quarterly Rate:

$$\frac{\text{Annual Salary}}{3} = \text{Quarterly Rate}$$

_____ =

2. Calculate amount of Daily Rate:

$$\frac{\text{Quarterly Rate}}{\text{"Working Days" in Quarter}} = \text{Daily Rate}$$

_____ =

3. Calculate payment for quarter of partial service:

Daily Rate x Appt Percent x Days Worked = Adjusted Quarter Pmt

_____ x _____ **%** x _____ = _____

The same method can be used for a Teaching Assistant or Associate leaving before the end of
any given quarter - to calculate the amount to be deducted for an absence, count the number of
days of absence and apply the same method and formula.

Prepared by: _____   Extension: _____

Date sent to
Graduate Division: _____
                     Date

- Send original to Graduate Division for audit.
- Once audited, Graduate Division will send to the
  Payroll Office for Processing.

_____
Graduate Division Approval

Revised 2/1/16