



PARTIAL MONTH PAYMENT WORKSHEET

Disclaimer: THIS FORM IS ONLY TO BE USED AS AN EXCEPTION. Please contact Payroll if the payment is an exception to the regular pay cycle. Business processes completed and approved on time will be included on the Workday retro process and will pay the employee on the next scheduled payday.

Instructions: This form is used by supervisory organizations to calculate partial salary payments for monthly paid employees. The number of working days per month is listed at the bottom of the form for calculations. The gross pay calculated on this form should be recorded on the Payroll Payment Request form, then attach this worksheet to the Payroll Payment Request form and submit both documents to Payroll.

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact payroll@tamu.edu or (979) 845-2711.

Employee Name:		Employee ID:	
Sup Org Name:		Sup Org Number:	

Partial Month Payment - Daily Rate Method

Monthly Salary:	
Number of working days in the month:	
Daily rate of pay:	
Number of working days to be paid, including holidays:	

Gross Pay Due:	
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Note: When using the Daily Rate Method, you must factor in the employee's % of effort if less than 100% in computing days to be paid.

For FY22 9/1/2021 - 8/31/2022

Month	Working Days	Month	Working Days	Month	Working Days	Month	Working Days
September 2021	22	December 2021	23	March 2022	23	June 2022	22
October 2021	21	January 2022	21	April 2022	21	July 2022	21
November 2021	22	February 2022	20	May 2022	22	August 2022	23

<p><u>Help/Submit to:</u></p> <p>Payroll General Services Complex, Suite 2200 MS 1261 payroll@tamu.edu 979-845-4134 (fax) 979-845-2711 (phone)</p>
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