



### 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 gross pay calculated on this form should be recorded on the Payroll Payment Request form. This worksheet must be attached to the Payroll Payment Request form and submitted 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 the law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact the Payroll office using the information at the bottom of this form.

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

Partial Month Payment - Daily Rate Method

Monthly Salary:	
Days in the month for this payment:	
Daily rate of pay:	
Number of 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 FY23 9/1/2022 - 8/31/2023**

Month	Working Days	Month	Working Days	Month	Working Days	Month	Working Days
September 2022	22	December 2022	22	March 2023	23	June 2023	22
October 2022	21	January 2023	22	April 2023	20	July 2023	21
November 2022	22	February 2023	20	May 2023	23	August 2023	23

Help/Submit to:  
 Payroll  
 General Services Complex, Suite 2201  
 MS 1261  
[payroll@tamu.edu](mailto:payroll@tamu.edu)  
 979-845-4134 (fax)  
 979-845-2711 (phone)