



Division of Human Resources
& Organizational Effectiveness

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 with 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 #:	

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 FY25 9/1/2024 - 8/31/2025

Month	Working Days	Month	Working Days	Month	Working Days	Month	Working Days
September 2024	21	December 2024	22	March 2025	21	June 2025	21
October 2024	23	January 2025	23	April 2025	22	July 2025	23
November 2024	21	February 2025	20	May 2025	22	August 2025	21

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