

Partial Month Payment Worksheet

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.



Disclaimer: *THIS FORM IS ONLY TO BE USED AS AN EXCEPTION. Please contact Payroll Services 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.*

PAYROLL SERVICES

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 Services.

Employee Name	Supervisory Organization Name
Employee UIN	Sup Org #

PARTIAL MONTH PAYMENT - DAILY RATE METHOD			
Monthly Salary	_____	Divided By # of Days in Month (Days in Month)	_____ = Daily Rate of Pay _____
Number of days to be paid for (including holidays)	_____	X Daily Rate	_____ = GROSS PAY DUE _____

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 - 09/01/2021 - 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

SUBMIT TO:

 Payroll Services
 General Services Complex, Suite 1201
 MS 1261
payroll@tamu.edu
 Fax 979-845-4134

Need help?

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 979-845-2711