

# 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.*

**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.



## 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 \_\_\_\_\_ = Daily Rate of Pay \_\_\_\_\_  
(Days in Month)

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 FY21 - 09/01/2020 - 8/31/2021

Month	Working Days	Month	Working Days	Month	Working Days	Month	Working Days
September 2020	22	December 2020	23	March 2021	23	June 2021	22
October 2020	22	January 2021	21	April 2021	22	July 2021	22
November 2020	21	February 2021	20	May 2021	21	August 2021	22

#### SUBMIT TO:

Payroll Services  
General Services Complex, Suite 1201  
MS 1261  
[payroll@tamu.edu](mailto:payroll@tamu.edu)  
Fax 979-845-4134

#### Need help?

[payroll@tamu.edu](mailto:payroll@tamu.edu)  
979-845-2711