

# MEMORANDUM

**To:** Departmental Payroll Managers  
**From:** June Dempsey  
Assistant Controller for Budget and Payroll  
**Date:** January 4, 2022

**Subject:** Adjustments to Pay for Full-time and Regular Part-time Employees – Calendar Year 2022

This memo provides the computations needed to perform prior period payroll adjustments for full-time and regular, part-time employees. These procedures are designed to obtain the percentage of employment during a pay period and should not be confused with actual hours worked. This method is to be used with the earn code RTO (retroactive pay) or DOC (docked pay) and limited to employees whose hours default each pay period. It is not applicable for overtime hours or hours paid to students or temporary employees paid on a delayed basis.

The semimonthly pay cycle is based on an employee’s annual rate paid over twenty-four pay periods (15<sup>th</sup> of the month and the last working day). Because the number of days varies in each pay cycle, it will be necessary to use the following formula containing a conversion factor when computing the hours to adjust for a prior pay period.

$$(\text{hours to adjust}) \text{ divided by } 8 \text{ multiplied by } (\text{conversion factor}) = \text{computed hours}$$

<u>Calendar Year 2022</u>	<u>Conversion Factor</u>	<u>Calendar Year 2022</u>	<u>Conversion Factor</u>
SM #1 (January 1 - 15) .....	8.667	SM #13 (July 1 -15).....	7.879
SM #2 (January 16 - 31) .....	7.879	SM #14 (July 16 - 31).....	8.667
SM #3 (February 1 - 15) .....	7.879	SM #15 (August 1 - 15).....	7.879
SM #4 (February 16-28) .....	9.630	SM #16 (August 16 - 31).....	7.223
SM #5 (March 1 - 15) .....	7.879	SM #17 (September 1 - 15) .....	7.879
SM #6 (March 16 - 31) .....	7.223	SM #18 (September 16 - 30) .....	7.879
SM #7 (April 1 - 15) .....	7.879	SM #19 (October 1 - 15) .....	8.667
SM #8 (April 16 - 30) .....	8.667	SM #20 (October 16 - 31) .....	7.879
SM #9 (May 1 - 15) .....	8.667	SM #21 (November 1 - 15) .....	7.879
SM #10 (May 16 - 31) .....	7.223	SM #22 (November 16 - 30) .....	7.879
SM #11 (June 1 - 15) .....	7.879	SM #23 (December 1 - 15) .....	7.879
SM #12 (June 16 - 30) .....	7.879	SM #24 (December 16 - 31) .....	7.879

**Example 1:**

A part-time employee begins work on August 15<sup>th</sup> and works four hours. The Employment Action Form is not processed until August 16<sup>th</sup> making it necessary to pay hours worked on the 15<sup>th</sup> on the August 31<sup>st</sup> check (SM#16). The formula used to compute the number of retroactive hours to be paid on the August 31<sup>st</sup> check is as follows:

$$4 \text{ divided by } 8 \text{ multiplied by } 7.879 \text{ (conversion factor for SM\#15)} = 3.94$$

Earn code RTO will be used with the computed hours of 3.94.

**Example 2:**

A full-time employee must take leave without pay for five hours on March 25<sup>th</sup>. The formula used to compute the number of hours to be docked from the March 31<sup>st</sup> check is as follows:

$$5 \text{ divided by } 8 \text{ multiplied by } 7.223 \text{ (conversion factor for SM\#6)} = 4.51$$

Earn code DOC will be used with the computed hours of -4.51 (always negative).

**Online Tutorial**

A brief tutorial describing the “Payroll Adjustment Procedures” is available for your use. It may be found online at <http://www.controller.msstate.edu/payroll/training/>

If you have any questions regarding this information, please contact the Payroll Office at 325-2753.