MEMORANDUM

To: Departmental Payroll Managers

From: Mimi Clark
               Director for Budget and Payroll

Date: January 2, 2026

Subject: Adjustments to Pay for Full-time and Regular Part-time Employees – Calendar Year 2026

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 (15th 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.

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(hours to adjust) divided by 8 multiplied by (conversion factor) = computed hours

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Calendar Year 2026	Conversion Factor	Calendar Year 2026	Conversion Factor
SM #1 (January 1 - 15)	7.879	SM #13 (July 1 -15)	7.879
SM #2 (January 16 - 31)	7.879	SM #14 (July 16 - 31)	7.223
SM #3 (February 1 - 15)	8.667	SM #15 (August 1 - 15)	8.667
SM #4 (February 16-28)	8.667	SM #16 (August 16 - 31)	7.879
SM #5 (March 1 - 15)	8.667	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)	7.879
SM #8 (April 16 - 30)	7.879	SM #20 (October 16 - 31)	7.879
SM #9 (May 1 - 15)	7.879	SM #21 (November 1 - 15)	8.667
SM #10 (May 16 - 31)	8.667	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)	7.223

Example 1:

A part-time employee begins work on August 14th and works four hours. The Employment Action Form is not processed until August 17th making it necessary to pay hours worked on the 14th on the August 31st check (SM#16). The formula used to compute the number of retroactive hours to be paid on the August 31st check is as follows:

    4 divided by 8 multiplied by 8.667 (conversion factor for SM#15) = 4.33
    Earn code RTO will be used with the computed hours of 4.33.

Example 2:
A full-time employee must take leave without pay for five hours on March 18th. The formula used to compute the number of hours to be docked from the March 31st check is as follows:

    5 divided by 8 multiplied by 7.223 (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.