

## How do Assignments (formerly Special Services Contracts) pay?

There are five key components in determining how assignments are paid. They are:

1. Total dollar amount of the assignment
2. Start and end dates of the assignment
3. Date of assignment's final electronic approval
4. Accuracy of data and approvals
5. Pay period dates

Payments are calculated by dividing the amount of the assignment by the number of **weekdays** within the date parameters listed. This figure becomes the daily rate for the assignment. The daily rate is paid for each day the employee is on the payroll during the pay period, regardless of days worked that pay period.

The calculation does not recognize which days are taught, nor how many hours are taught. The daily rate is multiplied and paid for all days in the assignment. Many times, the first and last pay periods of an assignment have start and end dates in the middle of the pay period, so do not allow for a full pay. **For example:**

Assignment amount \$1000

Dates of assignment 11/20/08 through 12/19/08

Number of assignment days 22

$\$1000/22 = \$45.454$  per day

Multiply daily rate by numbers of days in pay period =  $7 \times \$45.454 = \$318.18$  will pay on first pay period. Then 10 days  $\times \$45.454$  will pay on the second pay period for \$454.54, and the final 5 days of the assignment would pay on the third pay period for \$272.28. It will have paid \$318.18, 454.54, and 272.28, for a total of \$1000

### **Another example of a semester long 4.5 load class:**

Load value is \$804 for fy 08-09, so a 4.5 load class is valued at \$3618.00

Dates of assignment is 8/26/08 to 12/19/08 which equals 84 days

Daily rate is calculated at  $\$3618/84 = \$43.071$  per day

<u>Pay period</u>	<u>Paydate</u>	<u># of days</u>	<u>Amount</u>
8/23/08 – 9/5/08	9/12/08	9	\$387.63
9/6/08 – 9/19/08	9/26/08	10	\$430.72
9/20/08 – 10/3/08	10/10/08	10	\$430.72
10/4/08 – 10/17/08	10/24/08	10	\$430.72
10/18/08 – 10/31/08	11/7/08	10	\$430.72
11/1/08 – 11/14/08	11/21/08	10	\$430.72
11/15/08 – 11/28/08	12/5/08	10	\$430.71
11/29/08 – 12/12/08	12/19/08	10	\$430.71
12/13/08 – 12/26/08	1/2/9	5	<u>\$215.35</u>
			\$3618.00