

Boise School District – Payroll Office

How to calculate your rate of pay.

Information you must have to calculate your rate of pay:

- 1) Annual Salary or Monthly Salary or Daily Salary or Hourly Salary
- 2) Total days you are assigned to work each year
- 3) Total hours you are assigned to work each day

Annual Rate

Multiply monthly salary times twelve (months in year)

Example $\$1666.67 \text{ per month} \times 12 \text{ months a year} = \$20,000^*$

Monthly Rate

Divide your annual salary by 12 months

Example $20000.00 / 12 = \$1666.67^*$

Daily Rate

Divide your annual salary by the number of days in your year

Example $\$20,000 \text{ per year} / 187 \text{ days} = \106.95 per day

Hourly Rate

Divide your daily rate by your hours worked per day

Example: $\$106.95 \text{ per day} / 6.5 \text{ hrs per day} = \16.54 per hr

* some values are rounded