

Additional Appointment Calculator for Job Code 2403

Must be included with all Additional Appointment PTFs.

Base salary (whole number, between \$4757 and \$29,912 from 2403 salary scale effective 7/1/23)

Time Base (No more than .25 if during academic year)

Adjusted Monthly Salary

Number of work days in the month (enter 21 or 22, based on Payroll Calendar on Payroll website)

Day rate

Enter the number of days working (cannot be more than the number of work days in the month)

Total Compensation

Instructions:

1. Use the payroll calendar from Payroll's website to determine whether the month has 21 or 22 workdays (be sure to check the 12-month days on the left side, not the AY days on the right side):

22 Days		NOVEMBER 2021					AY = 19 Days
S	M	T	W	T	F	S	
		2 DD	3 ★	4	5 ⌘	6	
7	8	9	10	11 H	12	13	
14	15 \$\$	16	17	18 ▲	19	20	
21	22	23	24	25 H	26	27	
28	29	30	12/1 \$				

2. Edit the base salary, time base, and number of days working to come up with the desired total compensation.