

HR and Payroll Policies and Processes - Faculty

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Useful Links

[Academic Personnel Services \(APS\)](#)

[Executive Vice President and Provost \(EVPP\)](#)

[EVPP Staff Directory](#)

[EVPP: Faculty Policies & Resources](#)

[EVPP: Forms & Templates](#)

[FAS: Salary & Payroll Reports](#)

[HOP: Academic/Faculty policies](#)

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Rate conversions

Annual/hourly

To convert *annual (12-month) salary* to *hourly*, divide by 2080.

To convert *hourly pay* to *annual (12-month)*, multiply by 2080.

Examples:

- Annual \$35,000 /2080=\$16.83 per hour
- Hourly \$15.00 x 2080 = \$31,200 annual

9-month/12-month

To convert 9-month annual rate to 12-month annual rate:

a)

$$\frac{\text{9-month salary}}{9} = \frac{x}{12}$$

or

b) 9-month salary/9= y, and then y*12.

Example:

\$30,000 annual (9-month)
/9=3333.33;

3333.33*12 =\$40,000
annual (12-month)

9-month to hourly

To convert 9-month annual rate to hourly:

- Step one: Convert 9-month annual rate to 12-month annual rate: 9-month salary/9=y, and then y*12.

Example: \$37,998/9=
\$4,222; \$4,222*12 =
\$50,664

- Step two: Divide 12-month annual by 2080 to get hourly.

Example: \$50,664/2080 =
\$24.36

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