

## **Contract Compensation Tips:**

- Description
  - o Recommended to use 20##-20## Compensation or FY##.
  - o Keep this consistent year to year; It helps with EMIS Mass Changes
- Label
  - o This field will show on the direct deposit notice and check stubs
- Compensation Start Date
  - o First day of work of the new contract
  - o Must be before or within the pay period of first pay
- Compensation Stop Date
  - Must be within or after the last pay period of contract
- Contract Work Days
  - Calculated off the Job Calendar by using the Compensation Start/Stop Dates
- Unit Amount
  - Daily Rate = Contract Amount/Contract Work Days
  - Hourly Rate = Contract Amount/Contract Work Days/Hours Per Days
- Pay per Period
  - = Contract Obligation/Pays in Contract
- Accrued Wages (only for stretch pay employees)
  - o The amount the employee has earned on this contract, but has not yet been paid
- Amount Earned
  - = Amount Paid + Accrued Wages + Amount Docked

## **Additional Info:**

- If the last pay on old contract, and the start of the new contract are both within the same Pay Period, it will pay off the old compensation record and do accrued wages for the new compensation record
  - o Example: Pay period is 8/09/2021-8/23/2022

2021-2022 Compensation Start Date: 8/22/2021 Compensation Stop Date: 8/21/2022 2022-2023 Compensation Start Date: 8/22/2022 Compensation Stop Date: 8/21/2023

Position: 1 Pay Group: 2 Work Days: Middle School Teacher - 6th Grade Science

Туре	Description	Units	Rate	Gross
LPA Las	st Pay Accrued	1.00	2,428.79	2,428.79
NCE Ne	w Contract earnings	2.00	336.874	