

Prorating Semesterly Pay

Prorating semesterly pay is necessary if an instructor is hired after the semester begins or if an instructor resigns before the end of the semester. To calculate the prorated amount, complete the following steps:

1. Calculate the total pay the instructor would be paid if he/she worked the entire semester.
2. Divide total pay for the semester by the number of weeks in the semester. The fall and spring semesters have 16 weeks and the summer semester will be 5 or 10 weeks depending on which session the instructor is working. This calculation provides the weekly rate of pay.
3. Determine the number of weeks the instructor worked.
4. Multiply the number of weeks worked by the weekly rate. This gives you the total prorated payment the instructor is due.

(Prorated payment = weekly rate X # of weeks worked)

5. If the instructor resigned before the end of the semester, determine if the instructor has been overpaid or underpaid. Call the Compensation Department to verify. Compare the total of the paychecks to the total prorated payment the instructor should receive. Notify Human Resources.
6. If the instructor worked less than a full week, the prorated amount is calculated based on the number of classes per week.

Pay per class = total semester pay (# of classes per week X # of weeks in semester)

Prorated Rate = Pay per class X # of classes worked