



Mid-year Contract Change Daily Rate

Name: _____ Employee ID: _____ Class/Step: _____ Pay Date: _____

Effective Date: _____ Calendar: _____ Retro Days? Y N # Retro Days: _____

	<u>Total Amount</u>	<u>Daily Rate</u>	<u>Work Days</u>		<u>Amount Earned</u>
Old Contract:	_____	_____	X _____	=	_____
New Contract:	_____	_____	X _____	=	_____

New Salary (Obligation): _____

Less Already Paid (From JOBSCN, Pays paid X old pay per period): _____

Less Already Docked (From JOBSCN): _____

Less Lump Sum Retro (New daily rate - old daily rate X retro days)*: _____

Balance Due: _____

Divided by Remaining Pays: _____

New Pay Per Period: _____

Mid-year Contract Change Hourly Rate

Name: _____ Employee ID: _____ Class/Step: _____ Pay Date: _____

Effective Date: _____ Calendar: _____ Retro Days? Y N # Retro Days: _____

	<u>Total Amount</u>	<u>Hourly Rate</u>	<u>Hours Per Day</u>	<u>Work Days</u>		<u>Amount Earned</u>
Old Contract:	_____	_____	X _____	X _____	=	_____
New Contract:	_____	_____	X _____	X _____	=	_____

New Salary (Obligation): _____

Less Already Paid (From JOBSCN, Pays paid X old pay per period): _____

Less Lump Sum Retro (New hrly rate - old hrly rate x hrs per day x days worked)*: _____

Less Already Docked (From JOBSCN): _____

Balance Due: _____

Divided by Remaining Pays: _____

New Pay Per Period: _____

* See Mid-year Contract Change Document for Other Lump Sum Retro Calculations