

**CALCULATION OF DAILY RATE
WORKSHEET FOR TEACHING ASSISTANTS AND
TEACHING ASSOCIATES**

Please adjust the quarterly Pay:

Name: _____ Date: _____

Department: _____ Emp#: _____

Student ID# _____

Quarter: _____ Service Period: _____

"Wkg Days" in Quarter: _____  Dates of Actual Svc: _____

(Refer to APP manual for current pay, service schedule, and working days in quarter)

<http://www.ap.uci.edu/salary/>

1. Calculate Quarterly Rate:

$$\frac{\text{Annual Salary}}{3} = \text{Quarterly Rate}$$

$$\underline{\hspace{2cm}} =$$

2. Calculate amount of Daily Rate:

$$\frac{\text{Quarterly Rate}}{\text{"Working Days" in Quarter}} = \text{Daily Rate}$$

$$\underline{\hspace{2cm}} =$$

3. Calculate payment for quarter of partial service:

Daily Rate x Appt Percent x Days Worked = Adjusted Quarter Pmt

$$\underline{\hspace{2cm}} \times \underline{\hspace{2cm}} \% \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

The same method can be used for a Teaching Assistant or Associate leaving before the end of any given quarter - to calculate the amount to be deducted for an absence, count the number of days of absence and apply the same method and formula.

Prepared by: _____

Extension: _____

Date sent to

Graduate Division: _____
Date

- Send original to Graduate Division for audit.
- Once audited, Graduate Division will send to the Payroll Office for Processing.

Graduate Division Approval