

Term	Definition
General Terms	
Pay Period	Each monthly pay period is defined by the exact number of work days from the 16 th of the month to the 15 th of the next month. Depending on the number of calendar days in the particular month, the number of work days in a pay period can vary from month to month. See the Calendar tab in the Pay Calculator spreadsheet for the number work days in each pay period for the current year.
Partial Pay Period Calculation	$\text{Monthly Rate} \times \frac{\text{Work days worked}}{\text{Work days in pay period}} = \text{Partial Pay}$
Calculator Terms: Academic New Hire Pay Adjustment	
Personnel Date	The hire date or the first date of the last academic year. Personnel Date is on the NBAJOBS form.
Effective Date	The effective date cannot be prior to the first date of the current pay period. Effective Date is on the NBAJOBS form.
Actual Number of Work Days in Pay Period	This number can be found on the Calendar. See the Calendar tab in the Pay Calculator spreadsheet for the number work days in each pay period for the current year.
Actual Number of Days Worked	The number of work days that the employee actually worked during the Pay Period.
Calculator Terms: Academic Rate Change Pay Adjustment	
Original Personnel Date	The original hire date or the first date of the last academic year.
Original Effective Date	The effective date cannot be prior to the first date of the current pay period.
New Personnel Date	The date that the rate change should have gone into effect.
New Effective Date	The first day of the next pay period.
Actual Number of Work Days in Pay Period	This number can be found on the Calendar. See the Calendar tab in the Pay Calculator spreadsheet for the number work days in each pay period for the current year.
Actual Number of Days Worked	The number of work days that the employee actually worked during the Pay Period.
Calculator Terms: Deferred Pay Separation Adjustment	
Earn Months	The number of months over which the annual salary is earned . (Example: For an employee on a 9-month appointment who receives his/her salary over 12 months, the number of Earn Months is 9.)
Pay Months	The number of months over which the annual salary is paid . (Example: For an employee on a 9-month appointment who receives his/her salary over 12 months, the number of Pay Months is 12.)