To break-down a salaried employee’s annual salary to a weekly salary, click the **Academic/Staff Weekly Salary Calculator** on the **Admin Transactions** tab.

You can use the weekly salary amount to verify an employee’s exempt status under the Fair Labor Standards Act (FLSA).

Enter the employee’s **Annual Salary**. Use only numeric digits up to two decimal places.

Enter the **# of Months of Pay**, or the number of months the employee receives a paycheck. For example, for a 9/12 employee, enter 12 (9-month employee paid over 12 months).

Click the **Calculate** button.

An employee must be paid a minimum of $455 per week to be classified as Exempt under the Fair Labor Standards Act. If the weekly salary displayed is less than $455, contact your campus Human Resources office before extending a verbal or written job offer.
The **Weekly Salary** appears on the page.

An employee’s weekly salary must be at least $455 per week to be classified as Exempt under FLSA.

If the weekly salary that appears is less than $455, contact your campus Human Resources office before extending the job offer to a candidate.

To calculate another salary, re-enter the **Annual Salary** amount, # of **Months of Pay**, and click the **Calculate** button again.