

Late Start Prorated Salary

form updated 6/10/2024

School Name

Veris Training

Today's Date

6/17/2024

Directions

- 1 - Calculate the pro-rated salary of an employee who has started after the first day of the school year.
- 2 - Fill in shaded cells only.
- 3 - Once all shaded cells are filled, the per check gross pay will display in the red outlined box.
- 4 - Print the form for your records and/or submit the form to send a copy to Veris payroll.

Employee Information

Employee's First Name

Kim

Employee's Last Name

Chessnutt

1st Day of Work

1/13/2025

Employee's Work Position

Speech Therapist

Pay Cycle (had they worked full year)

August - July

Calculator and Results

of days for a **full year** agreement

190.00

(examples: 190 for teacher, 240 for admin)

Salary for a **full year** agreement

55,000.00

(use total annual salary as if employee is working all days)

of days employee will work

93.00

(be sure to count all workdays to end of agreement)

of pays remaining in their pay cycle

13.00

(be sure to use the correct start/end pay cycle as noted above)

\$289.47

Daily Rate

\$26,921.05

Pro-Rated Salary

\$2,070.85

Per Check Pay

A copy of the submitted form will be sent to the below email address.

Comments