



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
***R. Scott Ralls, President***

November 24, 2009

**IMPORTANT**

**MEMORANDUM**

**TO:** Chief Business Officers  
Controllers/Bookkeepers  
Personnel Officers

**FROM:** Kim Van Metre, Systems Accounting and Special Projects Manager  
Tracy Williams Pender, Systems Accountant

**SUBJECT:** Partial Month Pay Calculations

In order to establish a uniform policy to be used in the calculation of employee pay for a partially worked month, the hourly method has been chosen. Current functionality in Colleague supports the hourly method, and the establishment of this uniform policy eliminates the need for any manual calculations to be performed outside of Colleague's normal human resources and payroll processes in determining the amount to be paid for a partially worked month.

Under this method, the employee's annual salary will be divided by the number of hours scheduled to work annually (2,080 in a normal 40 hour work week and 12 months of employment). An adjustment to the number of hours would be required in any situation where the regularly scheduled work week is other than 40 hours or where the employee is other than a 12- month employee. The obtained hourly rate should then be multiplied by the number of hours in pay status (either working or on paid leave). Again, functionality in Colleague eliminates the need for any manual adjustments.

Pay is not received for a holiday that occurs before the beginning date of employment or after the last day of work when an employee separates or goes on extended (over half the workdays in a month) leave without pay.

Questions about Colleague human resources and payroll processes can be directed to the CIS Help Desk at CIS Help [Desk@nccommunitycolleges.edu](mailto:Desk@nccommunitycolleges.edu) or (919) 807-7048. Policy related questions can be directed to Tracy Williams Pender at [pendert@nccommunitycolleges.edu](mailto:pendert@nccommunitycolleges.edu) or (919) 807-7230 or Kim Van Metre at [vanmetrek@nccommunitycolleges.edu](mailto:vanmetrek@nccommunitycolleges.edu) or (919) 807-7071.

KVM/TWP  
pc: Presidents

**CC09-041**  
**E-Mail**