



**SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT  
How Your Payroll is Calculated**

**How calculation of hours and days for a year are calculated for both PERS and Nation Wide  
for Payroll – Common practice to calculate Payroll**

**52 weeks in a year times 40 hours a week = 2080 hours for the year**

**2080 hours for the year divided by 8 hours = 260 days for the year**

**260 days for the year divided by 12 months = 21.67 days a month**

**21.67 days a month times 8 hours a day = 173.33 hours a month**

**Average work days a year average 260 or 261 days**

**School districts will use the hourly rate salary schedule to calculate the monthly salary schedule**

**Example \$10.14 an hour x 173.33 hours for a month = \$1757.57, rounding to \$1758 a month**

**Example \$23.23 an hour x 173.33 hours for a month = \$4026.46, rounding to \$4026 a month**

**(used SLV's current salary schedule board approved on April 18, 2012 range 28 I and range 40 VI)**

**\*\*When calculating salary for a monthly paid employee, based on a monthly salary schedule, a month is a month, regardless if you are working 17 days or working 23 days in a month. It's the same salary each month. If calculating a late start or early leave, we would pay just the days worked that month.**

**\*\*When calculating salary for an hourly paid employee, based on an hourly salary schedule:**

**Take hours worked per day, time days worked (paid), times hourly rate**

**6 hours a day x 201 days (188 work + 13 holiday) x hourly rate**

**6 hours x 201 days = 1206 hours x 10.14 an hour = \$12,228.84 for the year**