

# Pro-ration for Semi-monthly employees

Hello all,

Many of you who have worked at JHU prior to SAP conversion are aware that the university had a 11 day rule to calculate daily rates for individuals paid on the semi-monthly payroll. This 11 day rule was as follows: The semi-monthly salary is divided by 11 to determine the employee's daily rate. That daily rate was used to calculate how much to decrease salary if an employee missed days within the pay period, termed before the end of the pay period and/or started employment mid pay period. It has just come to my attention that SAP does not use the 11 day rule. SAP looks at the number of working days (including holidays) in a pay period and then divides that number by the semi-monthly salary to calculate the daily rate. In some cases, there are 12 days in a pay period. This will change the daily rate for that particular pay period which effects the pro-rated salary to be paid.

Please pay close attention to this when submitting reduction of pay forms. If the amount to be deducted or paid was pre-SAP, please use the 11 day legacy rule. If you are calculating reductions or payments post-SAP, you will have to look at the pay period that the reduction or payment should occur and apply the appropriate calculation based on the number of working days in the pay period. Semi-monthly pay periods always run from the 1st to the 15th of the month and the 16th to the last day of the month. But as stated, the amount of working days (holidays included) varies.

I hope this information is helpful to you in order to effectively manage some of the payroll questions you receive from your employees. I know this is yet another big change to absorb and appreciate your continued patience as we learn more about SAP system functionality.

**Cynthia J Addison**  
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