

Calculating Days Earned With Absence Deduction

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When an employee has an absence deduction because of a transmittal or a leave dock, the days earned reported for the payroll are adjusted based on the dock amount and the employee's daily rate.

Single Accruing Job

1. Determine how many days are to be accrued for the pay period. This can be found on the Accrual Calendar.

Example: 20 days

2. Because the employee is being docked $150.00, the number of days worked must be adjusted.

Amount Docked/Daily Rate = **Days Docked**

Example: $150.00/$205.83 = **0.7288 Days Docked**

3. The adjusted accrued days and adjusted pay must be calculated.

Days from Accrual Table - Days Docked + Days Refunded = **Adj Accrued Days**

Example: 20 - 0.7288 + .00 = **19.27 Adj Accrued Days**

Multiple Accruing Jobs

The following steps must be performed for each accruing job:

1. Determine how many days are to be accrued for the pay period. This can be found on the Accrual Calendar.

Example: 20 days

2. Because the employee is being docked $150.00, the number of days worked must be adjusted.

Amount Docked/Daily Rate = **Days Docked**

Example: $150.00/$205.83 = **0.7288 Days Docked**

3. The adjusted accrued days and adjusted pay must be calculated.

Days from Accrual Table - Days Docked + Days Refunded = **Adj Accrued Days**

Example: 20 - 0.7288 + .00 = **19.27 Adj Accrued Days**