



## **Calculating Days Earned With Absence Deduction**



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# Calculating Days Earned With Absence Deduction

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.



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

## 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**



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