

Office of Human Resources
801 Calculation of Salary Payments

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Georgia Department of Human Services
Human Resources Policy #801

Calculation of Salary Payments

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References: Rules of the State Personnel Board 478.-1-.12 — Salary

All organizational units of the Department of Human Services (DHS) are to calculate salary payments in accordance with this policy to ensure that employees are paid correctly.

Please note that all changes must be entered into the system prior to the noon on the payroll confirm day for the changes to take affect for the current pay date. The confirm date will be five (5) business days prior to the pay date.

Section A: Standard and Scheduled Hours

1. **"Standard Hours"** in a pay period refers to the number of work hours scheduled for a standard 8-hour day, 40-hour week, Monday through Friday schedule. Standard hours are calculated by multiplying the number of workdays in the pay period by eight (8).
2. **"Scheduled Hours"** per pay period refers to the actual number of hours an employee is scheduled to work during the pay period.

Section B: Pay Status

1. **"In Pay Status"** means the time during a pay period for which an employee is entitled to pay.
2. Employees are in pay status for all scheduled hours, except for any time charged to leave without pay or suspension without pay.
3. Employees beginning a new period of State employment are considered on duty (and in pay status) on the day that they report for work.

Section C: Pay Periods

1. Salary payments are made on a semi-monthly pay period basis. Two (2) pay periods within each month are established.
2. The first pay period is from the first through the fifteenth of the month.
3. The second pay period is from the sixteenth through the last day of the month.

4. Each pay period consists of 72, 80, 88 or 96 hours depending on the number of standard hours in the pay period.
5. One-half ($\frac{1}{2}$) of the monthly salary is considered as earned for each semi-monthly pay period.

Section D: Reporting Hours in Pay Status

1. **"Hours"** are calculated and reported in whole hours and decimal fractions of hours.
2. The standard hours in the pay period are to be reported.
3. Hours of pay to be deducted from the paychecks of employees who were not in pay status for the entire pay period are to be reported separately.
4. Pay for an hourly employee is to be reported in terms of hours in pay status.

Section E: Pay Computation

1. A salaried employee who is in pay status for the full pay period is to be paid on a standard hours per pay period basis.
2. A salaried employee who is in pay status less than the full pay period is paid on a scheduled hours per pay period basis. The following computations must be used:
 - a. The value of one hour in pay status is computed by dividing the pay period salary by the scheduled hours for the pay period.
 - b. The salary payable is computed by multiplying the number of hours to be paid by the value of one hour.

Section F: Transfers

1. When an employee transfers from one agency to another on the last scheduled workday of a pay period, the losing agency must carry the employee through the end of the pay period and be responsible for any holidays which occur in that pay period. The receiving agency must accept the employee at the beginning of the next pay period and be responsible for any holidays in that pay period.
2. When an employee transfers from one agency to another at any time other than the last workday of a pay period, the losing agency must be responsible for any holiday observed on the calendar day following the last scheduled workday. In all other instances, the receiving agency must be responsible for a holiday which falls on the calendar day before the employee reports for duty.

For additional information or assistance, please contact your local Human Resources Representative.