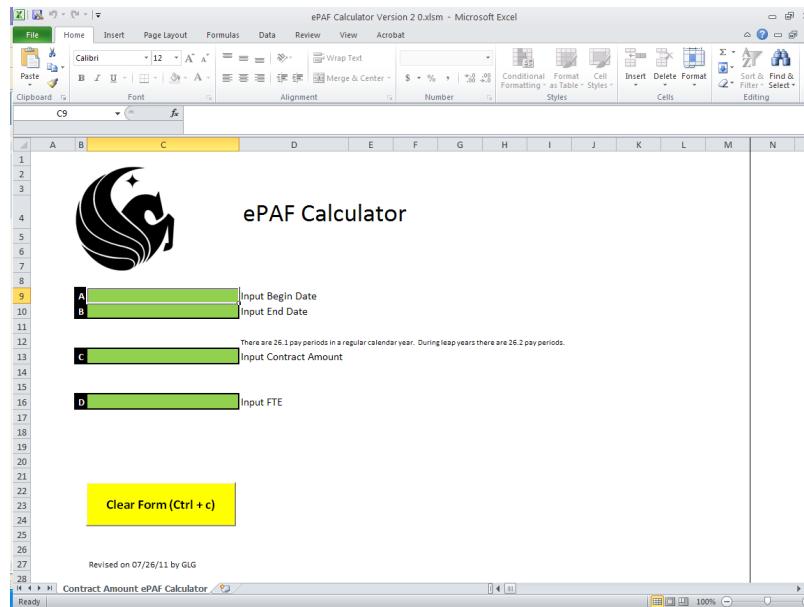


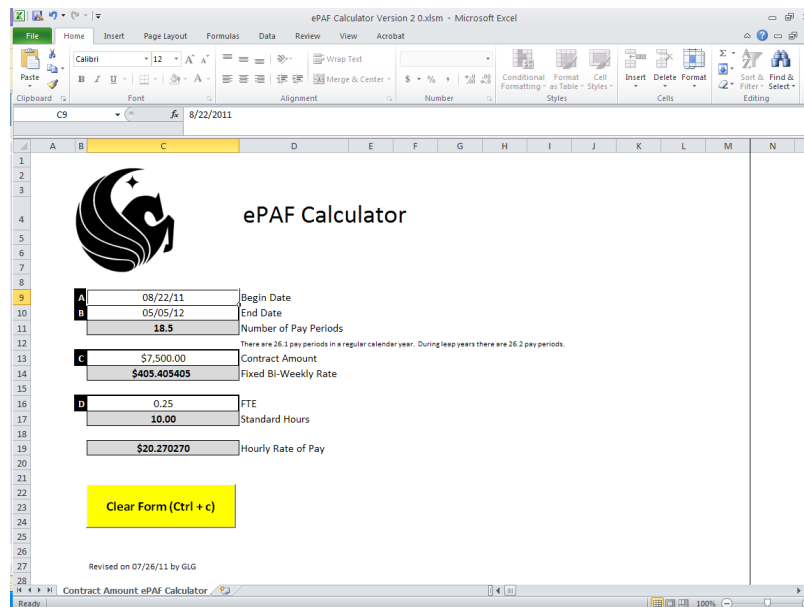


### How to Use the ePAF Hourly Rate Calculator

**Purpose:** The ePAF Hourly Rate Calculator is used to calculate the hourly rate for OPS Contracted employees based on the begin date and end date of the contract, the total contract amount, and the FTE.



- A. Input the Begin Date of the Contract
- B. Input the End Date of the Contract
- C. Input the Total Contract Amount
- D. Input the FTE



## Step by Step ePAF Hourly Rate Calculator Guide

**Example:** An employee is receiving a pay rate change effective 08/22/2011-05/05/2012 for a total of \$7500 at .25 FTE. You input the information to obtain the hourly rate.

1. Input the Begin at 08/22/2011 and End date as 05/05/2011. It calculates the total number of pay periods based on the dates inputted.

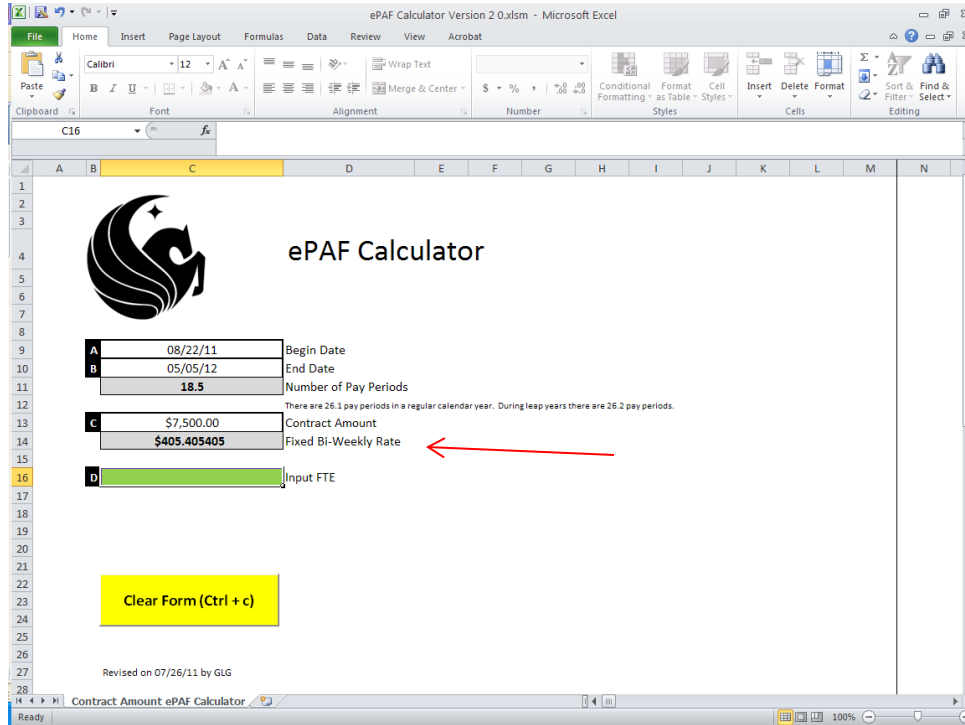
The screenshot shows the Microsoft Excel interface for the 'ePAF Calculator Version 2.0.xlsm'. The spreadsheet is open to cell C10, which contains the date '5/5/2012'. The main content area features the 'ePAF Calculator' logo and title. Below the title, there are several input fields and labels:

- Field A: '08/22/11' labeled 'Begin Date'. A red arrow points to this field.
- Field B: '05/05/12' labeled 'End Date'.
- Field C: '18.5' labeled 'Number of Pay Periods'. Below this field, a note states: 'There are 26.1 pay periods in a regular calendar year. During leap years there are 26.2 pay periods.'
- Field D: An empty green box labeled 'Input Contract Amount'.
- Field E: An empty green box labeled 'Input FTE'.

A yellow button labeled 'Clear Form (Ctrl + c)' is located below the input fields. At the bottom of the spreadsheet, it says 'Revised on 07/26/11 by GLG'. The status bar at the bottom indicates 'Ready' and 'Contract Amount ePAF Calculator'.



- 2. Input the Contract Amount of \$7500, and it calculates the biweekly payment.



- 3. Input the FTE of .25, and it calculates the hourly rate. Input the hourly rate of \$20.270270 (including all digits after the decimal point) into the compensation section of the edit existing job ePAF.

