How to use the Salary Calculator

At USF, employees such as Adjunct Faculty and Graduate Assistants are appointed for specific contract periods. Each year, Human Resources posts the semester appointment dates on their website. This table gives the semester appointment dates and the number of pay periods in each period.

When doing an Appointment Status Form for a semester appointment, enter the amount to be paid for the entire semester or contract period. If you are appointing the employee for less than the entire semester, you will need to do an adjustment and enter the compensation rate as though it were for the entire period.

Example 1 – Semester Rate for entire period: You hire a Grad Assistant for the full fall semester at $5,000. Enter $5,000 in the Comp Rate field on the ASF. No adjustments needed.

Example 2 – Semester Rate for partial contract period: You hire a Grad Assistant for the fall at $5,000 but the visa process has delayed his arrival until 9/12. Your department still wants to pay him the entire $5,000 but the appointment date cannot be earlier than his arrival in the US.

Because the appointment begin date is later than the semester begin date, you must adjust the salary. Enter the start date (9/12/YY) and end date (12/19/YY) in the actual start and end date fields and 5,000 into the "Desired Appointment Rate" field. Use the "Rate to enter on ASF" of 6,830.99 on the compensation tab of the appointment status form. The actual amount paid will be $5,000, so enter that in the offer letter and include in the remarks section of the ASF or print the page and attach to the ASF.

Example 3 – Semester Rate figured on biweekly amount: You hire a Grad Assistant for the fall and have agreed on a biweekly pay of $515.50 or $5,000 for the semester. However, she cannot begin work until 9/12 and your department only wants to pay for the time she is here and working. Enter 515.50 in the "Desired biweekly rate: field. The result of $5,000 is the amount to enter in the Appointment Status Form. HOWEVER, the actual amount paid will be $3,660 ($515 X 7.1 pay periods) so enter this actual amount to be paid in the offer letter and include it in the remarks section of the ASF.