



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

**George Fouts**

**Interim President**

September 29, 2015

**MEMORANDUM**

**SUPERCEDES CC09-041**

**TO:** Chief Business Officers, Payroll Officers, and Personnel Officers

**FROM:** Jason W. Forlines, CFE, Director of Systems Accounting & Special Projects

**RE:** Partial Month Pay Policy

Numbered memo CC09-041 prescribed a uniform approach to making calculations for paying employees for partial months worked by using an hourly rate. This memo revises the guidance of the earlier memo by allowing colleges to have greater flexibility in determining how to pay employees for partial months worked. Based on the functionality of Colleague, colleges have two options for calculating partial month pay: the daily rate method and the hourly rate method.

***Daily rate method***

Colleague supports the daily rate calculation method for most scenarios, though not all. A daily rate is calculated by dividing the gross monthly pay by the number of working days in the month for which payroll is being calculated. The daily rate is then multiplied by the number of days worked.

***Hourly rate method***

In most cases, adoption of the daily rate method will eliminate the need for any manual calculations. However, if a new employee has a wage start date after the first working day of the month or if an employee leaves and has a wage end date before the last working day of the month, Colleague will pay the employee using an hourly rate method in which the monthly gross is divided by the number of working hours in the month. Colleges wishing to avoid manually calculating the partial pay and manually correcting the amount shown on mnemonic PPGA are permitted the flexibility to accept the hourly rate calculation.

A college may choose to make the manual interventions necessary to pay by the daily rate method if preferred but is not required to do so. Furthermore, the college may choose the method on a case-by-case basis using professional judgment to decide which method is more appropriate under the circumstances of the individual situation.

Partial Month Pay Policy  
Chief Business Officers, Payroll Officers, Personnel Officers  
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Please direct questions to Jason Forlines at (919) 807-7071 or  
[forlinesj@nccommunitycolleges.edu](mailto:forlinesj@nccommunitycolleges.edu). This information has been added to the Accounting  
Procedures Manual.

**CC15-028**  
**Email**