Partial Month Calculator

http://tools.ohr.berkeley.edu/#

Winter-Spring 2004
Partial Month Calculations

**Background**: time, expressed as a percentage of working hours in a month, must be entered on OPTRS transaction screens when processing various adjustment transactions for salaried employees.

**Manual Calculation**: divide hours worked (time) by the total number of working hours in a calendar month to derive percent of full time.

**Example**: express 24 hours as a percent of total working hours in the month of November 2003

\[
\frac{24}{160} = .1500
\]

* (160 working hours in November 2003)

Divide hours worked by total working hours in the month or
Divide days worked by total working days in the month
Use the Partial Month web-based Calculator to convert hours, days, or partial days to a percentage based on the number of working hours/days in a month.

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When the Calculator opens, **Time Units** is defaulted to **Hours**.

Link to the Calculator from the Central Payroll Home Page or the OPTRS Reference Materials Page and bookmark for future reference.
Selecting Time Units

Switch Time Units to Days by clicking on the Time Units pull-down menu.
Selecting Month/Year

Select the appropriate Month/Year from the Month/Year pull-down menu.
Enter Units Worked

Type a value in the Units Worked field and click the Calculate button.
Percent Calculation

The percent equivalent is displayed as well as a summary of working hours and holidays for the month.