

University of California, Berkeley

Financial Services



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

$$24/160^* = .1500$$

* (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



Partial Month Calculator

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.

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

A screenshot of a web browser window titled "Percent FTE calculator - Microsoft Internet E...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area contains a form with the following elements:

- Month / Year:** A dropdown menu showing "9/2003".
- Time Units:** A dropdown menu showing "Hours".
- Units Worked:** An empty text input field.
- Calculate:** A button located below the input field.



Time Units Default

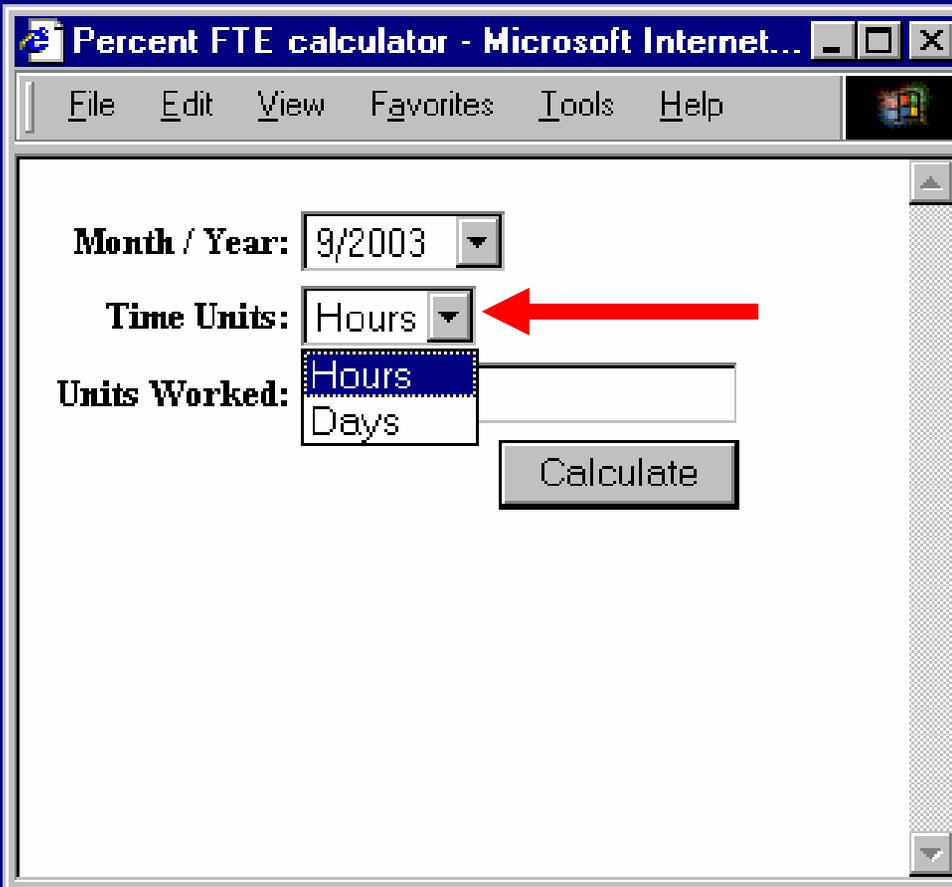
The screenshot shows a web browser window titled 'Percent FTE calculator - Microsoft Internet...'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main content area contains a form with three fields: 'Month / Year' with a dropdown menu showing '9/2003', 'Time Units' with a dropdown menu showing 'Hours', and 'Units Worked' with an empty text input field. A red arrow points to the 'Hours' dropdown menu. Below the 'Units Worked' field is a 'Calculate' button.

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

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



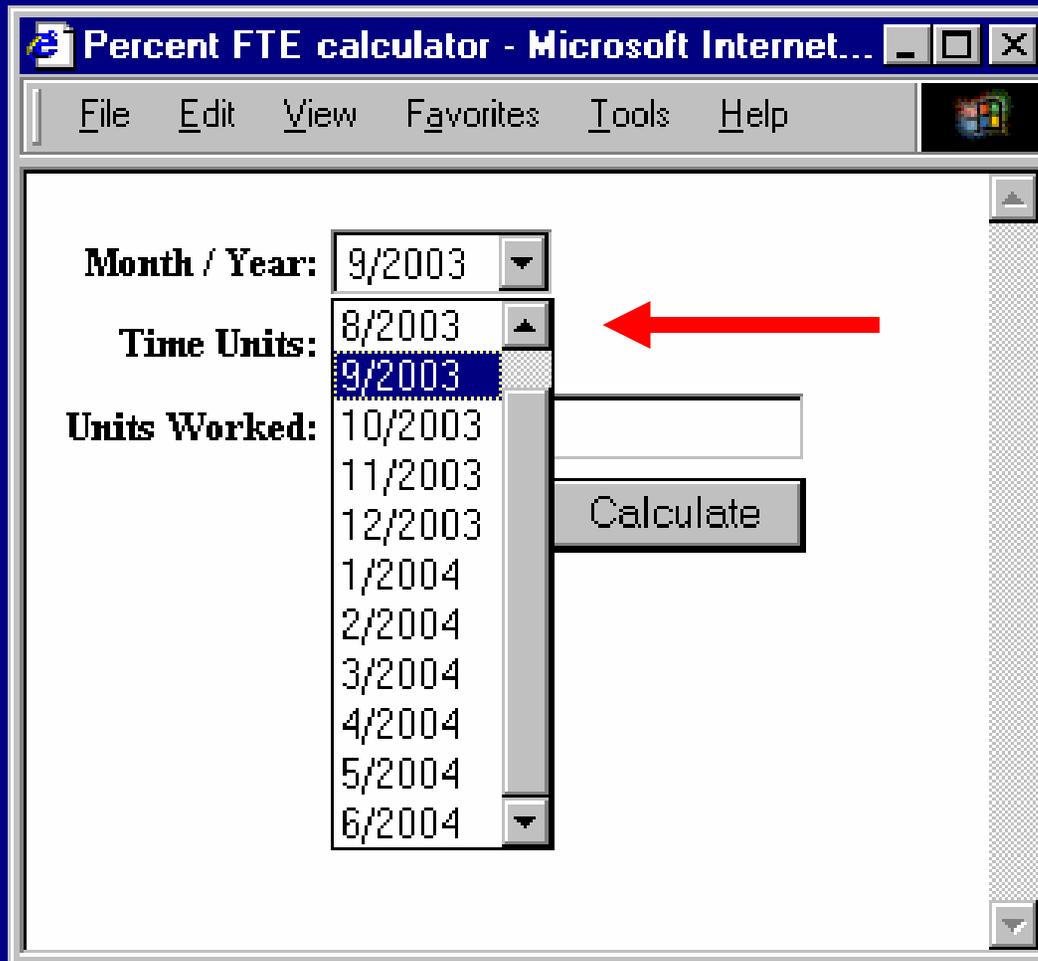
Selecting Time Units



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

The screenshot shows a web browser window titled "Percent FTE calculator - Microsoft Internet...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The form contains the following elements:

- Month / Year:** A dropdown menu showing "9/2003".
- Time Units:** A dropdown menu showing "Hours".
- Units Worked:** A text input field containing the number "24". A red arrow points to this field from the right.
- Calculate:** A button located below the "Units Worked" field.

Type a value in the **Units Worked** field and click the **Calculate** button



Percent Calculation

Percent FTE calculator - Microsoft Internet ...

File Edit View Favorites Tools Help

11/2003 has 160 workable hours.
Includes 3 holidays.
2003-11-11 *Veterans Day*
2003-11-27 *Thanksgiving*
2003-11-28 *Thanksgiving*

24.00 / 160_{hours} = **0.1500**

Month / Year: 11/2003

Time Units: Hours

Units Worked:

Calculate



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