To verify your salary follow these steps:

TEACHERS

Please note –On your paycheck stub the payroll system prints the number of hours in a payroll period (7.25 hours for 10 days) and your biweekly dollar amount as calculated below. However, due to the annualization of your salary the rate using this information will not reflect your contracted hourly rate.

- To calculate your biweekly gross salary: Divide your gross annual salary by 21 (no balloon option) or 25 (balloon option). Refer to NMEA Contract for Step and Level details.
- To calculate your per diem rate– divide your gross annual salary by 186 days.
- To calculate your hourly rate – divide your per diem by 7.25 hrs.

Please note – If you have longevity or a stipend (Director Chair, Head Teacher/Leader, etc.), those amounts are to be added to your base salary before completing any calculations.

PARAS:

Please note –On your paycheck stub the payroll system prints the number of hours in a payroll period (7 hours for 10 days) and your biweekly dollar amount as calculated below. However, due to the annualization of your salary the rate using this information will not reflect your contracted hourly rate.

- Para salaries are annualized over the chosen pay period options: 21 (no balloon) or 25 (balloon).
- To calculate your annual gross salary: Multiply your hourly rate times the number of hours worked per day times 192 days (181 school days, 2 days before the start of school year and 9 holidays). See note below for toileting.
- To calculate your biweekly gross salary: Divide your annual gross salary by 21 (no balloon option) or 25 (balloon option). This is the gross dollar amount reflected on your paycheck stub.

Please note – If you have a toileting stipend, this hourly rate is added to your base hourly rate before completing any calculations. Longevity is paid in a separate paycheck or an additional amount on a regular paycheck.

SECRETARIES BARGAINING UNIT:

Please note –On your paycheck stub the payroll system prints the number of hours in a payroll period and your biweekly dollar amount as calculated below. However, due to the annualization of your salary the rate using this information will not reflect your contracted hourly rate.

- Secretary/Computer Tech/Library Clerk salaries are annualized over the chosen pay period options: 21 (no balloon) or 25 (balloon) or 26 (calendar year staff).
- To calculate your annual gross salary: Multiply your hourly rate times the number of hours worked per day times the number of student school days (181), plus additional days and holidays per contracted position.
- To calculate your biweekly gross salary: Divide your annual gross salary by 21 (no balloon option) or 25 (balloon option) or 26 (calendar year staff). This is the gross dollar amount reflected on your paycheck stub.

Please note –Longevity is paid in a separate paycheck.

NURSES:

Please note –On your paycheck stub the payroll system prints the number of hours in a payroll period (7 hours for 10 days) and your biweekly dollar amount as calculated below. However, due to the annualization of your salary the rate using this information will not reflect your contracted hourly rate.

- To calculate your biweekly gross salary: Divide your gross annual salary by 21 pay periods.
- To calculate your per diem rate– divide your gross annual salary by 187 days. This includes 181 school days, 2 days before the start of school year and 4 holidays)
- To calculate your hourly rate – divide your per diem by 7.00 hrs.

Please note – If you have longevity or a stipend (Educational Degrees, Department Coordinator), those amounts are to be added to your base salary before completing any calculations.

10/20/2023 Business Office & Human Resources