# The University of Akron <br> Department of Human Resources Operations \& Employment Salary Conversion Calculations 

## Conversions for faculty salaries

## Convert a 9-month salary to $\mathbf{1 2}$-month:

- Contract rate / 9 X $11=12$-month contract rate
- Example: $\$ 40,333 / 9$ X $11=\$ 49,296$


## Convert a 9-month salary to 10-month:

- Contract rate $/ 9$ X $10=10$-month contract rate
- Example: $\$ 40,333 / 9$ X $10=\$ 44,814$


## Convert a 12-month salary to 9-month:

- Contract rate $/ 11 \mathrm{X} 9=9$-month contract rate
- Example: $\$ 49,296 / 11 \mathrm{X} 9=\$ 40,333$


## Convert a 10-month salary to 12-month:

- Contract rate / 10 X $11=12$-month contract rate
- Example: $\$ 44,814$ / 10 X $11=\$ 49,295$


## Conversions for non-faculty salaries

Convert a full-time salary to a part-time salary:

- Divide full-time contract rate by 2080 hours, multiply by part-time standard hours, then multiply by 52 weeks.
- Example: If full-time salary is $\$ 49,296$ and you are reducing to 22 hours per week, then $\$ 49,296 / 2080 \times 22 \times 52=\$ 27,112$


## Convert a part-time salary to full-time salary:

- Divide part-time salary by hours worked per week, then divide by 52 weeks, then multiply by 2080 hours.
- Example: If your salary is $\$ 27,113$ and you work 22 FTE hours, then $\$ 27,113 / 22 / 52$ X $2080=\$ 49,296$

Remember when converting salaries...

- 173.33 = number of hours per month (for a full-time employee)
- $2,080=$ number of hours per year (for a full-time employee)
- 52 = number of weeks per year
- $26=$ number bi-weekly pay periods
- Please round up $(\$ 0.50-\$ 0.99)$ or down $(\$ 0.01-\$ 0.49)$ to nearest whole dollar amount when completing conversion calculations for Faculty or Contract Professional positions.

