TA Daily Rate of Pay

Question:
My TA is starting after the quarter begin date, how can I calculate the TA daily rate of pay?
My TA is resigning before the end of the quarter, how can I calculate the TA daily rate of pay?

Answer:

These situations should be avoided whenever possible and are treated as an exception by the Graduate Division. If the appointment must change mid-quarter, please contact the Graduate Division immediately to determine whether the action will require written approval by the Dean of Graduate Division. For all TA daily rate actions, you MUST copy the correct Payroll contact on the PAN so that they know to adjust the payment to student accordingly.

If a TA ends early and does not work 50% for at least half the quarter, they will become ineligible for the associated TA fee and health insurance payment.

Important PPS Entry Guidelines: When inputting the action, if the TA starts late, use the first day of employment as the begin date and use the last day of the service month as the end date. If you don’t use the last day of the month, the payment will automatically be reduced by half. For example, if a fall TA started late on October 5, the dates online would be 10/05 – 12/31.

If a TA ends early, for example on 10/17, use the last day of the service month as the end date but put the actual dates worked in the comments section. For example, 10/01 – 10/31 online but in the comments section, put 9/XX (Fall quarter begin date) – 10/17, actual dates worked. The comments sections should begin “TA Daily Rate of Pay” and then give the dates worked and the calculations for the payment.

PAN Comments (sample): ATTN: PAYROLL ACTION – TA DAILY RATE OF PAY. Student resigned 10/14 and withdrew. TA service period 9/19 – 10/14 (20 days worked). 20 days worked x $102.99 (50% TA Daily rate of pay) = $2059.80

Calculation of the TA salary is as follows:

1. Multiply the 100% monthly rates 3 (to equal the 100% rate for the quarter)
2. Divide the answer by the number of days in the quarter (to equal the 100% daily rate of pay)
3. Multiply the 100% daily rate of pay by the percent of the appointment
4. Multiply this answer by the number of days (Monday - Friday) worked in the quarter

You can also use this handy workbook to calculate the daily rate:

**2019-2020**
- FA19 TA Daily Rate of Pay Workbook.xlsx
- WI20 TA Daily Rate of Pay Workbook.xlsx
- SP20 TA Daily Rate of Pay Workbook.xlsx

**2018-2019**
- FA18 TA Daily Rate of Pay Workbook.xlsx
- WI19 TA Daily Rate of Pay Workbook.xlsx
- SP19 TA Daily Rate of Pay Workbook.xlsx

Related articles

Chapter 10 - Guide for Teaching Assistants
- TA Daily Rate of Pay
- PPS Data Entry: Spring TA with GSR at 100% During the Summer
- TA Allocation
- Student Academic Title Pay Rates