

-----Original Message-----

From: Susan Bliss

Sent: Tuesday, May 03, 2016 4:29 PM

To: Teddi Lorch

Subject: Weekly earnings to EDD

Hi Teddi--

How's this?

Log into Workday on the district website.

Note your semester rate per LHE, and your hourly rate.

Multiply your semester rate x your assigned LHE.

Add additional income such as Insurance allowance, Dept. Chair stipends, etc.

Ex. Ins. Allowance= \$175 x 5 payments= \$875. Add to total earnings.

Divide this by the total weeks (17) in the semester.

Example, teaching 6 units at 1377 per LHE per semester and receiving the insurance allowance:

$1377 \times 6 \text{ LHE} = \$8262.00 + 875 = \$9137.00$

$9137 \text{ divided by } 17 = \537.47 per week.

Susan