

Worksheet: Convert a Biweekly Flat Dollar Contribution to a Percentage

Hourly Employees		
Hourly Rate	Enter here ⇒	
Biweekly Gross Pay	Multiply Hourly Rate by 80	

Salaried Employees		
Annual Salary	Enter here ⇒	
Biweekly Gross Pay	Divide Annual Salary by 20 or 26	

Biweekly Contribution	Enter here ⇒	
Contribution as a Percent of Biweekly Gross	Divide Biweekly Contribution by Biweekly Gross Pay times 100	

Biweekly Contribution	Enter here ⇒	
Contribution as a Percent of Biweekly Gross	Divide Biweekly Contribution by Biweekly Gross Pay times 100	

Annual Contribution	Multiply Biweekly Contribution by 20 or 26*	
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Annual Contribution	Multiply Biweekly Contribution by 20 or 26*	
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Worksheet: Convert an Annual Flat Dollar Contribution to a Percentage

Hourly Employees		
Hourly Rate	Enter here ⇒	
Biweekly Gross Pay	Multiply Hourly Rate by 80	

Salaried Employees		
Annual Salary	Enter here ⇒	
Biweekly Gross Pay	Divide Annual Salary by 20 or 26	

Annual Contribution	Enter here ⇒	
Biweekly Contribution	Divide Annual Contribution by 20 or 26*	
Contribution as a Percent of Biweekly Gross	Divide Biweekly Contribution by Biweekly Gross Pay times 100	

Annual Contribution	Enter here ⇒	
Biweekly Contribution	Divide Annual Contribution by 20 or 26*	
Contribution as a Percent of Biweekly Gross	Divide Biweekly Contribution by Biweekly Gross Pay times 100	

*For Annual Contribution Projections: Use **20 pays** if you do not work or plan to contribute during Summer pays. (12-Month Employees who do not wish to contribute during Summer pays will be responsible for cancelling and restarting contributions in Workday.) Use **26 pays** if you plan to contribute during Summer pays.