

The University of Akron
Department of Human Resources Operations & Employment
Salary Conversion Calculations

Conversions for faculty salaries

Convert a 9-month salary to 12-month:

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

Convert a 9-month salary to 10-month:

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

Convert a 12-month salary to 9-month:

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

Convert a 10-month salary to 12-month:

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

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 $\$27,113 / 22 / 52 \times 2080 = \$49,296$

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.