

e-Campus Encumbrance Calculations

Payroll encumbrances for hourly employees are calculated based on workdays per year according to the following formula:

$$\frac{\text{Annual Salary on Job data}}{\text{\# of work days per year}} \quad \times \quad \text{\# of days worked by the employee}$$

Payroll encumbrances for contract employees are calculated based on work days according to the following formula:

$$\frac{\text{Contract Salary on Job data}}{\text{\# of work days in the contract}} \quad \times \quad \text{\# of days the employee is employed during the contract}$$