DOP HOURLY RATE CALCULATOR

A brief tutorial on how to use the form.

The next three sections are only to be used one at a time. Either for promotions, general increases, or decreases in pay.

DOP Hourly Rate Calculator Rev. - 6/17/2016

Employee Name:		Transaction #:	
Current Title:		Current Pay Grade:	
Hours Considered Full Time for the Employee's Agency:			

Employees Current Pay (enter only one of the below options)

Annual Rate:	Monthly Rate:	Hourly Rate:	FTE (1.00):

OASIS Hourly Rate:

$0.0000

Promotional Increase:

New Pay grade:		New Title:		FTE(1.00):	
Increase by Paygrade Change:		Additional Increase by percentage:			

Base OASIS Hourly Rate:	Percentage of the total increase:	New Hourly Rate:

General Increase:

Base OASIS Hourly Rate:	Increase by Percentage:	Pay Grade:	New Hourly Rate:

Decrease in Pay:

Base OASIS Hourly Rate:	Decrease by Percentage:	Ending Pay Grade:	New Hourly Rate:

Automatic Notes:	
Promotional Increase:	
General Increase:	
Decrease in Pay:	

Additional Notes:

New Annual Rate:		New Monthly Rate:		New Hourly Rate:	

In the top sections you will enter the employee's current information

Automatic notes will pop up to alert you to an error or issue that your information is causing.

DOP Hourly Rate Calculator Rev. - 6/17/2016

Employee Name:	John Doe	Transaction #:	55555500000000555555
Current Title:	Supervisor-1	Current Pay Grade:	17
Hours Considered Full Time for the Employee's Agency:		40	

Employees Current Pay (enter only one of the below options)

Annual Rate:	Monthly Rate:	Hourly Rate:	FTE (1.00):
	$3,509.00		

OASIS Hourly Rate:

$20.2442

Above is an example of how the employee's information should be entered into the form.

General Increase:			
Base OASIS Hourly Rate:	Increase by Percentage:	Pay Grade:	New Hourly Rate:
$20.2442	26.00000	18	$25.5076

Once you type information into the "Increase by Percentage" it will carry down the hourly rate from the above information. Once the "Increase by Percentage" is entered as well as a pay grade, the excel sheet will provide you a new hourly rate. However if that causes an issue, an automatic note will appear below you can see that because we gave a 26% increase, that violates the Pay Plan Policy limit of 25% and the excel sheet is informing us of that error.

Automatic Notes:	
Promotional Increase:	
General Increase:	Pay Plan Policy violation, increase above 25%. Explain reason below:
Decrease in Pay:	

Below is an example of how a promotional increase would appear. We have the employee's base information and once we enter the new pay grade, the system will automatically fill in the standard increase the employee should receive. If the employee qualifies and the agency wants to give the employee an additional increase, they can enter the additional increase percentage to the right of the standard increase.

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Employee Name:	John Doe	Transaction #:	55555500000000555555
Current Title:	Supervisor-1	Current Pay Grade:	17
Hours Considered Full Time for the Employee's Agency:	40		

Employees Current Pay (enter only one of the below options)

Annual Rate:	Monthly Rate:	Hourly Rate:	FTE (1.00):
	$3,509.00		

OASIS Hourly Rate:

$20.2442

Promotional Increase:

New Pay grade:	18	New Title:	Supervisor-2	FTE(1.00):	1.00
Increase by Paygrade Change:	7	Additional Increase by percentage:			0.00000

Base OASIS Hourly Rate:	Percentage of the total increase:	New Hourly Rate:
$20.2442	7	$21.6612

Please contact me if you have any questions or concerns in using this program. Thank you for your time and have a nice day.

Joshua McAtee

Joshua.D.McAtee@wv.gov