

FAQ - How should I derive an hourly cost rate for salaried employees?

Question

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Solution

Unanet Hourly Cost Rate Calculations

Time Period	Hourly Cost Calculation	Time Period Setup*	Work Hours per Period
Semi-monthly	Annual Salary / Working hours in a year (e.g. 2080)	Work Hours = working hours per year / 24	86.6667 (if using 2080)
Weekly	Weekly Salary / 40	Work Hours = 40	40
Bi-weekly	Biweekly Salary / 80	Work Hours = 80	80

Unanet recommends that you align your Unanet timesheet with your payroll period. If you pay biweekly, for example, you should use biweekly or weekly timesheets.

* Time period setup - Unanet Work Hours **defaults** to 2080 work hours per year. Only change default if Work Hours per period is something other than 2080.