

Completing Prorated Increment Calculations with the new Prorated Increment Calculator (PIC)

Prorated Increment Calculator:			
Current Increment Entitlement:	360 1.	Last Day Worked:	2/4/2026 2.
Select the Current Fiscal Year:	2026 3.	Agency Hours Per Week (40, 37.5, or 35):	40 4.
Unused Annual Leave Hours Credited Towards Increment:	213.56 5.	Adjustments (THIS WILL SUBTRACT FROM TOTAL OWED, AND IS TO ONLY BE USED WITH CONSULTATION OF WVSAO, ENTER AS POSITIVE VALUE):	0 6.
Additional Work Days Based on Annual Leave:	26.695 7.	Calculation 1 - Adjusted Last Day Worked:	3/13/2026 8.
Calculation 2 - Full Months Completed:	8.00 9.	Calculation 3 - Percentage of Fiscal Year (This is the percentage of the fiscal year the employee is credited as working):	67% 10.
Calculations 4 & 5 - Increment Breakdown (Shows a breakdown of the increment the employee is owed for current fiscal year, and next fiscal year if leave extends the employee past the current fiscal year):	A. \$ 252.29 11.	Calculation 5 - Amount Owed:	
	B. \$ -	\$ 12.	252.29

- Current Increment Entitlement** -When completing the calculation with the PDC this field will automatically populate based on the information in the PDC. If you are using the standalone version of the PIC, you will need to manually enter this number into the field.
- Last Day Worked** -For all versions you will enter the last day worked.
- Fiscal Year** - Select the fiscal year of the employee's actual last day worked.
- Agency Hours** - Using the drop down menu select if your agency is 40, 37.5, or 35.
- Unused Annual Leave Hours Credited Towards Increment** - Enter the total number of unused annual leave hours that are eligible for credit towards prorated increment. The calculator will adjust accordingly for 37.5, and 35 hour agencies.
- Adjustments** - ONLY interact with this field if you have received guidance from the State Auditor's Office to do so. This field will subtract whatever value you enter from the total amount owed to the employee.

**#1 THRU #6 ARE THE ONLY FIELDS REQUIRED TO COMPLETE THE
CALCULATION, THE REMAINING POINTS (BELOW) ARE EXPLANATIONS OF
WHAT EACH FIELD REPRESENTS**

7. **Additional Work Days Based on Annual Leave** - This is the number of additional work days the employee is credited for based on their annual leave balance.
8. **Calculation 1** - This date represents the employee's adjusted last day worked for annual increment based on unused annual leave balance.
9. **Calculation 2** - The total number of completed months the employee has towards prorated increment.
10. **Calculation 3** - This is the percentage the employee is credited for working during their final month of employment.
11. **Calculation 4 & 5:**
 - a. This is the total amount the employee is owed for annual increment for the current fiscal year.
 - b. This is the additional prorated increment owed to the employee if the adjusted last day worked extends beyond the current fiscal year.
12. **Total Owed** - This is the total amount owed to the employee factoring any adjustments that have been made.