

Monthly vs. Semi-Monthly Pay

A Side-by-Side Comparison for Staff Members



Monthly vs. Semi-Monthly Pay: An Overview with Payslip Example

- This presentation provides an example of a staff member's annualized salary of \$55,000 to illustrate the differences between a monthly pay schedule and a semi-monthly pay schedule.
- The following slide provides a clear, side-by-side comparison to show how each pay structure impacts individual pay periods.
- **Note:** *This example is an estimate provided for illustrative purposes only. Small rounding differences (such as a few cents) may occur and do not reduce your overall earnings. Your total annual pay remains unchanged. Please note that payslip formats and presentation will be updated in the future.*

Payslip Comparison Summary

Category	Monthly	Semi-Monthly Pay Period 1	Semi-Monthly Pay Period 2
Pay Period	June 1-30	June 1-15	June 16-30
Gross Earnings	\$4,583.33	\$2,291.67	\$2,291.67
Pretax Deductions	\$700.27	\$350.14	\$350.14
Employee Tax Deductions	\$581.35	\$290.68	\$290.68
Voluntary Deductions	\$104.55	\$52.28	\$52.28
Employer-Paid Benefits	\$1,586.36	\$793.18	\$793.18
Net Payment	\$3,197.16	\$1,598.57	\$1,598.58

The following slides show examples of a current monthly payslip alongside the corresponding semi-monthly payslips for the same time period.

Employee Name	Payroll Relationship Number	Payroll
Marigold Bear	10001000002	Monthly
Person Number	Assignment Number	Salary Basis Name
10001000002	E10001000002-2	Annual Staff
Hire Date	Job Title	Tax Reporting Unit Name
7-Aug-2017	Analyst	Baylor University
Employee Address	Position	Tax Reporting Unit Address
One Bear Place #97074 Waco, TX 76798 US	Analyst	One Bear Place #97042 Waco, TX 76798 US

Social Security Employee Withheld	240.75	1,444.50
Medicare Employee Withheld	56.30	337.80

Other Deductions		
Description	Current	Year to Date
Voluntary Dependent Life Spouse	21.00	126.00
Voluntary Term Life	25.76	154.56
Accident	22.47	134.82
Hospital Indemnity	35.32	211.92

Absence Accruals		
Description	Unit of Measure	Inception to Date
Alternate Time Off Accrual Hours	Hours	79.25
Floating Holiday Accrual Hours	Hours	16.00
Health Leave Accrual Hours	Hours	640.00
Paid Military Accrual Hours	Hours	960.00
Spiritual Wellbeing Accrual Hours	Hours	4.00
Vacation Accrual Hours	Hours	445.85

Employer Payments		
Balance Name	Current	Year to Date
Basic Accidental Death and Dismemberment	1.50	9.00
Baylor Retirement Plan Employer	366.67	2,970.00
Consumer Driven Health Plan Employer	1,173.06	7,038.36
Dental Insurance Employer	34.52	207.12
Dependent Life	0.49	2.94
Employer Contribution HSA	0.00	1,200.00
Life Insurance	7.50	45.00
Long Term Disability	2.62	15.72

Employer Taxes		
Balance Name	Current	Year to Date
Medicare Employer Liability	56.30	337.80
Social Security Employer Liability	240.75	1,444.50

Net Pay Distribution					
Check/Deposit Number	Bank Name	Branch Name	Account Number	Currency	Payment Amount
				USD	3,197.16

Tax Withholding Information			
Type	Marital Status	Total Dependent Amount	Extra Withholding
FEDERAL	Single or Married filing separately	0.00	0.00

Tax Withholding Information			
Type	Marital Status	Exemptions	Additional Amount
TX			0.00

Period Type	Period Start Date	Period End Date	Payment Date	Base Salary
Monthly Calendar	1-Jun-2026	30-Jun-2026	30-Jun-2026	55,000.00

Summary		
Description	Current	Year to Date
Gross Earnings	4,583.33	27,500.00
Pretax Deductions	700.27	4,201.62
Employee Tax Deductions	581.35	3,288.24
Voluntary Deductions	104.55	627.30
Net Payment	3,197.16	19,382.82

Earnings		
Description	Current	Year to Date
Regular Salary Earnings	4,583.33	27,500.00
Regular Salary Earnings Retroactive	-411.71	-411.71

Absences		
Description	Current	Year to Date
Health Leave Entitlement Payment	205.86	205.86
Vacation Entitlement Payment	0.00	1,235.13
Vacation Entitlement Retroactive	411.71	411.71

Hours		
Description	Current	Year to Date
Health Leave Entitlement Hours	4.00	4.00
Vacation Entitlement Hours	0.00	24.00
Vacation Entitlement Retro Hours	8.00	8.00

Pretax Deductions		
Description	Current	Year to Date
Accidental Death and Dismemberment Voluntary Ins	9.40	56.40
Consumer Driven Health Plan	342.00	2,052.00
Dental Insurance	34.53	207.18
Employee Contribution HSA	300.00	1,800.00
Vision	14.34	86.04

Tax Deductions		
Description	Current	Year to Date
FIT Withheld	284.30	1,705.80

Employee Name	Payroll Relationship Number	Payroll
Marigold Bear	10001000002	Semi - Monthly
Person Number	Assignment Number	Salary Basis Name
10001000002	E10001000002-2	Annual Staff
Hire Date	Job Title	Tax Reporting Unit Name
7-Aug-2017	Analyst	Baylor University
Employee Address	Position	Tax Reporting Unit Address
One Bear Place #97074 Waco, TX 76798 US	Analyst	One Bear Place #97042 Waco, TX 76798 US

Period Type	Period Start Date	Period End Date	Payment Date	Base Salary
Semi-Monthly	1-Jun-2026	15-Jun-2026	15-Jun-2026	55,000.00

Summary		
Description	Current	Year to Date
Gross Earnings	2,291.67	25,208.34
Pretax Deductions	350.14	3,851.49
Employee Tax Deductions	290.68	2,997.57
Voluntary Deductions	52.28	575.03
Net Payment	1,598.58	17,784.24

Earnings		
Description	Current	Year to Date
Regular Salary Earnings	2,291.67	25,208.34
Regular Salary Earnings Retroactive	-411.71	-411.71

Absences		
Description	Current	Year to Date
Health Leave Entitlement Payment	205.86	205.86
Vacation Entitlement Payment	0.00	1,235.13
Vacation Entitlement Retroactive	411.71	411.71

Hours		
Description	Current	Year to Date
Health Leave Entitlement Hours	4.00	4.00
Vacation Entitlement Hours	0.00	24.00
Vacation Entitlement Retro Hours	8.00	8.00

Pretax Deductions		
Description	Current	Year to Date
Accidental Death and Dismemberment Voluntary Ins	4.70	51.70
Consumer Driven Health Plan	171.00	1,881.00
Dental Insurance	17.27	189.92
Employee Contribution HSA	150.00	1,650.00
Vision	7.17	78.87

Tax Deductions		
Description	Current	Year to Date
FIT Withheld	142.15	1,563.65

Social Security Employee Withheld	120.37	1,324.12
Medicare Employee Withheld	28.15	309.65

Other Deductions		
Description	Current	Year to Date
Voluntary Dependent Life Spouse	10.50	115.50
Voluntary Term Life	12.88	141.68
Accident	11.24	123.59
Hospital Indemnity	17.66	194.26

Absence Accruals		
Description	Unit of Measure	Inception to Date
Alternate Time Off Accrual Hours	Hours	79.25
Floating Holiday Accrual Hours	Hours	16.00
Health Leave Accrual Hours	Hours	640.00
Paid Military Accrual Hours	Hours	960.00
Spiritual Wellbeing Accrual Hours	Hours	4.00
Vacation Accrual Hours	Hours	445.85

Employer Payments		
Balance Name	Current	Year to Date
Basic Accidental Death and Dismemberment	0.75	8.25
Baylor Retirement Plan Employer	183.33	2,786.67
Consumer Driven Health Plan Employer	586.53	6,451.83
Dental Insurance Employer	17.26	189.86
Dependent Life	0.25	2.70
Employer Contribution HSA	0.00	1,200.00
Life Insurance	3.75	41.25
Long Term Disability	1.31	14.41

Employer Taxes		
Balance Name	Current	Year to Date
Medicare Employer Liability	28.15	307.70
Social Security Employer Liability	120.37	1,311.02

Net Pay Distribution					
Check/Deposit Number	Bank Name	Branch Name	Account Number	Currency	Payment Amount
				USD	1,598.58

Tax Withholding Information			
Type	Marital Status	Total Dependent Amount	Extra Withholding
FEDERAL	Single or Married filing separately	0.00	0.00

Tax Withholding Information			
Type	Marital Status	Exemptions	Additional Amount
TX			0.00

Employee Name	Payroll Relationship Number	Payroll
Marigold Bear	10001000002	Semi - Monthly
Person Number	Assignment Number	Salary Basis Name
10001000002	E10001000002-2	Annual Staff
Hire Date	Job Title	Tax Reporting Unit Name
7-Aug-2017	Analyst	Baylor University
Employee Address	Position	Tax Reporting Unit Address
One Bear Place #97074 Waco, TX 76798 US	Analyst	One Bear Place #97042 Waco, TX 76798 US

Period Type	Period Start Date	Period End Date	Payment Date	Base Salary
Semi-Monthly	16-Jun-2026	30-Jun-2026	30-Jun-2026	55,000.00

Summary		
Description	Current	Year to Date
Gross Earnings	2,291.67	27,500.00
Pretax Deductions	350.14	4,201.62
Employee Tax Deductions	290.68	3,288.24
Voluntary Deductions	52.28	627.30
Net Payment	1,598.58	19,382.82

Earnings		
Description	Current	Year to Date
Regular Salary Earnings	2,291.67	27,500.00
Regular Salary Earnings Retroactive	-411.71	-411.71

Absences		
Description	Current	Year to Date
Health Leave Entitlement Payment	205.86	205.86
Vacation Entitlement Payment	0.00	1,235.13
Vacation Entitlement Retroactive	411.71	411.71

Hours		
Description	Current	Year to Date
Health Leave Entitlement Hours	4.00	4.00
Vacation Entitlement Hours	0.00	24.00
Vacation Entitlement Retro Hours	8.00	8.00

Pretax Deductions		
Description	Current	Year to Date
Accidental Death and Dismemberment Voluntary Ins	4.70	56.40
Consumer Driven Health Plan	171.00	2,052.00
Dental Insurance	17.27	207.18
Employee Contribution HSA	150.00	1,800.00
Vision	7.17	86.04

Tax Deductions		
Description	Current	Year to Date
FIT Withheld	142.15	1,705.80

Social Security Employee Withheld	120.37	1,444.49
Medicare Employee Withheld	28.15	337.80

Other Deductions		
Description	Current	Year to Date
Voluntary Dependent Life Spouse	10.50	126.00
Voluntary Term Life	12.88	154.56
Accident	11.24	134.82
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Absence Accruals		
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Vacation Accrual Hours	Hours	445.85

Employer Payments		
Balance Name	Current	Year to Date
Basic Accidental Death and Dismemberment	0.75	9.00
Baylor Retirement Plan Employer	183.33	2,970.00
Consumer Driven Health Plan Employer	586.53	7,038.36
Dental Insurance Employer	17.26	207.12
Dependent Life	0.25	2.70
Employer Contribution HSA	0.00	1,200.00
Life Insurance	3.75	45.00
Long Term Disability	1.31	15.72

Employer Taxes		
Balance Name	Current	Year to Date
Medicare Employer Liability	28.15	335.85
Social Security Employer Liability	120.37	1,431.39

Net Pay Distribution					
Check/Deposit Number	Bank Name	Branch Name	Account Number	Currency	Payment Amount
				USD	1,598.58

Tax Withholding Information			
Type	Marital Status	Total Dependent Amount	Extra Withholding
FEDERAL	Single or Married filing separately	0.00	0.00

Tax Withholding Information			
Type	Marital Status	Exemptions	Additional Amount
TX			0.00