

How to Calculate My Long-Term Disability Insurance Premium

For Plan Year 2023

Before starting you will need to use your most recent Annual Salary to calculate your premiums. Please note your Annual Salary is based on your Primary Job only. Any additional appointments or task compensations are not included as these positions are not eligible for insurance coverages.

Step 1: Log into [Employee Self Service](#) to find your Annual Salary. On the **Employee Self Service** page click on the **Payroll** tile and then the **Compensation History** tile on the chart you will see your annual salary.

Example: Annual Salary \$ 35,000

The screenshot displays the 'Employee Self Service' dashboard. At the top, there is a dark header with a dropdown arrow and the text 'Employee Self Service' and a home icon. Below the header are four main tiles: 'Delegations' (with a hierarchy icon), 'Company Directory' (with a person and ID card icon), 'Time' (with a person and clock icon), and 'Payroll' (with a money icon and a highlighted yellow label). The 'Payroll' tile also shows 'Last Pay Date 06/01/2021'. Below the main dashboard is a secondary 'Payroll' section with a dark header and four sub-tiles: 'W-4 Tax Withholding' (with a dollar sign icon), 'Payroll' (with a document and magnifying glass icon), 'Compensation History' (with a calendar and money icon, highlighted with a yellow label), and 'W-2/W-2c Consent' (with a document and checkmark icon).

Compensation History

The Amount value reflects a 12-month (annual) calculation. Employees who work less than 12 months, and have not elected annualized compensation, should prorate their salary amount accordingly.

▶ [View Chart](#)

Date of Change	Amount	Salary Change Amount	CI Pe
09/01/2020	[REDACTED]		

Step 2: Divide the Annual Salary based on if you are a 12 month or 9 month employee as of 09/01/2020.

Example: $\$ 35,000 / 12 = \$ 2,916.67$

Example: $(\text{Annual Salary}) / (\# \text{ of Months Paid}) = \text{Gross Monthly Salary}$

Step 3: Take your Gross Monthly Salary and divide by 100.

Example: $\$ 2961.67 / 100 = \$ 29.17$

Example: $(\text{Gross Monthly Salary}) / 100 = \text{Value}$

Step 4: Use the value from Step 3 and multiple by the coverage rate of \$ 0.68 to get your premium rate.

Example: $\$ 29.17 \times \$ 0.68 = \$ 19.84$

Example: $(\text{Step 3 Value}) \times (\text{Coverage Rate}) = \text{Monthly Premium Rate}$