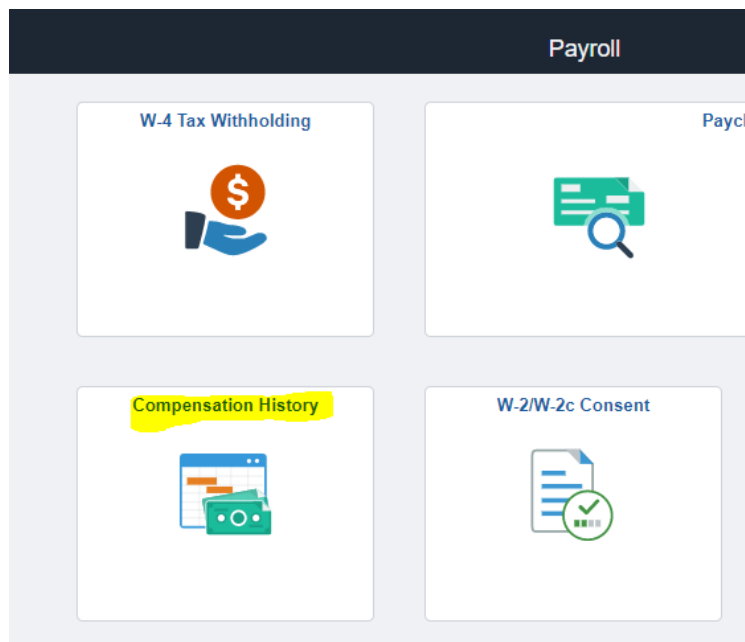
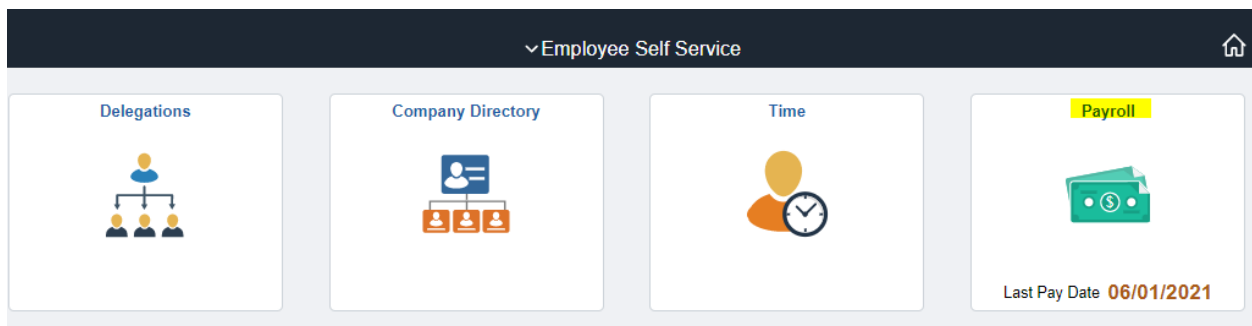


How to Calculate My Short-Term Disability Insurance Premium for Plan Year 2023

Before starting you will need to use the 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



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.

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

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

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

$$\text{Example: } \$ 2961.67 / 100 = \$ 29.17$$

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

Step 4: Use the value from Step 3 and multiple by the coverage rate of \$ 0.26 to get your premium rate.

$$\text{Example: } \$ 29.17 \times \$ 0.26 = \$ 7.58$$

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