How to Calculate My Short-Term Disability Insurance Premium

for Plan Year 2021

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 left hand side find and click on “Payroll & Compensation” and then “Compensation History”.

Example: Annual Salary $35,000
**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: (Annual Salary) / (# of Months Paid) = Gross Monthly Salary

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

Example: $2,961.67 / 100 = $29.17

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.

Example: $29.17 x $0.26 = $18.38

Example: (Step 3 Value) x (Coverage Rate) = Monthly Premium Rate