# FINE CALCULATION WORKSHEET

<table>
<thead>
<tr>
<th>Agency</th>
<th>Institution/Facility</th>
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<tr>
<th>Employee’s Name</th>
<th>HRID</th>
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**Payroll Period Ending Date**

**Employee Current Total Rate of Pay** $____________

**Number of Hours the Employee is Normally Scheduled to Work during a Payroll Period** (multiplied by) $___________

**Employee Regular Gross Pay** (equals) $___________

- **Federal Withholding Tax**
- **State Withholding Tax**
- **Medicare* (1.45% of employees regular gross pay)**
- **Local #1 Withholding Tax*** (tax rate ___% times regular gross pay)
- **Local #2 Withholding Tax*** (tax rate ___% times regular gross pay)
- **School District Withholding Tax*** (tax rate ___% times regular gross pay)
- **Retirement Amount*** (employees rate ___% times regular gross pay)

**Discretionary income** (equals) $___________

**Number of Days Employee Normally Scheduled to Work during a Payroll Period** (divided by) $___________

**Employee’s Normal Daily Discretionary Income** (equals) $___________

**Number of Days of the Fine** (multiplied by) $___________

**Fine Amount** $___________

Post the amount of the fine to the payroll disbursements journal using the payroll deduction code “XXX” followed by the amount of the fine.

*Note that Medicare, Local Taxes and SDIT are to be used when applicable.*