

How to find or figure your daily rate.

This is useful when planning for unpaid leave or just if you are interested in knowing your daily rate.

Please note this is for your regular position/duties only since extra duty required work days can vary.

Manual Calculation: The information needed for manual calculation can be found on your Contract or At Will Memo within your TalentEd Records account.

Certified Staff:

Annual Salary ÷ by contract days=Daily rate

Support Staff:

Hourly Rate x hours per day=Daily Rate

Finding your Daily Rate within your SISFin Portal:

- Log into your personal [SISFin Portal](#)
- Click on Work Records
- Find the Record line for your regular position (IE: Teacher, Custodian, etc)
 - There you will see a column that shows your daily rate of your current position.