

Income Frequency Calculations Desk Aid

Pay Frequency	Multiplication Factor/Divisor	Examples
Weekly	x 4.3	$\$402.52 \times 4.3 = \$1,730.84$
Every 2 weeks	x 2.15	$\$1,125.00 \times 2.15 = \2418.75
Twice a month	x 2	$\$598.60 \times 2 = \1197.20
Monthly	x 1	$\$1,562.89 \times 1 = \1562.89
Every other month	Divide by 2	$\$3,500.00 \div 2 = \$1,750.00$
Quarterly	Divide by 3	$\$3,389.23 \div 3 = \$1,129.74$
Twice a year	Divide by 6	$\$7,012.00 \div 6 = \$1,168.67$
Annual	Divide by 12	$\$24,000 \div 12 = \$2,000.00$