200.09.06   CONVERTING WEEKLY/BIWEEKLY WAGES

When wages are paid on a weekly or biweekly basis, convert wages to monthly amounts:

Establish the day of the week wages are received;

Compute the number of paydays in each month;

If the gross wage amount is the same each payday, multiply it by the number of paydays in each month;

If the gross wage amount is different each payday, add the individual amounts for each payday in each month.

200.09.07   ESTIMATING FUTURE WAGES

In estimating future wages, consider any recent past work history, unless inappropriate to the current situation, e.g., work stopped due to retirement or disability. Try to establish a logical wage pattern by reviewing the rate of pay, hours worked per week, and number of pay periods in each month with the recipient. In deriving an estimate, be alert to individuals who perform seasonal work such as school bus drivers.

If an estimate cannot be established, contact the employer for information. Use this information along with worker judgment to arrive at an estimate. Do not average. Document the case to support the estimate.