Department of Social and Health Services

Olympia, Washington

EAZ Manual

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Category Income Budgeting

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Summary

Guidance in Worker Responsibilities for WAC 388-450-0215 (under "Averaging") has previously included an example for calculating the amount of gross earnings per pay period when someone is paid twice monthly. In the example, the only information available to the worker was an estimate of weekly income, provided by the employer, rather than a wage history. The example instructed workers to multiply the weekly estimate by 52 (weeks per year), then divide by 24 (pay periods per year) to arrive at the prospective amount to budget per pay period.

To maintain consistency with the budgeting method used for clients paid weekly or bi-weekly, this section of the manual has been updated as follows:

When a client is **paid monthly or twice per month:**

Calculate the average gross pay amount per pay period.

- **If** using the client's wage history to estimate prospective earnings, total all representative historical pay amounts and divide by the number of pay periods represented.

- **If** using an employer's statement to estimate prospective earnings, multiply the weekly estimated income amount by 2.15 for those paid twice monthly and by 4.3 for those paid monthly.

- Enter the result on the EARN screen in ACES, using the appropriate pay frequency and method.

The example below this section has also been updated to reflect the budgeting calculation for a client starting a new job. In the first part of the example, the client is paid twice monthly and in the second part of the example the client is paid once per month.

This change is intended to simplify the income budgeting process and is anticipated to contribute to improved payment accuracy.