

### Wage Conversion Chart

Note: When using this chart, as described in the joint supplemental wage information guidance, core programs must ensure that information gathered is representative of the participant's regular hours and earnings.<sup>18</sup> It is important to note that when collecting supplemental wage information for the median earnings indicator, programs must only report those wages that are actually paid to the participant during the quarter, not projected amounts based on this wage conversion chart.

<b>Attachment III – Wage Conversion Chart</b>					
This is a guide to convert various wage and earnings inputs to a quarterly wage as required in PIRL data elements 1703, 1704, 1705, and 1706.					
<b>Directions:</b> Collect the hourly/weekly/bi-weekly/monthly/annual wages from the participant and enter that value in the appropriate cell. The example input values in red must be replaced with the appropriate information collected from the participant to calculate the reportable quarterly wage.					
<b>Convert Hourly Rate to Quarterly Wages</b>					
Hourly Rate (\$xxx.xx/hour)		hours worked per week on average (xx.x)		13 weeks per quarter	Quarterly Wages
\$7.25	X	32.0	X	13	= \$3,016.00
<b>Convert Weekly Wages to Quarterly Wages</b>					
Weekly Wages (\$xxxxx.xx)				13 weeks per quarter	Quarterly Wages
\$290.00	X			13	= \$3,770.00
<b>Convert Biweekly Wages to Quarterly Wages</b>					
Biweekly Wages (\$xxxxx.xx)				6.5 biweekly pay periods per quarter	Quarterly Wages
\$580.00	X			6.5	= \$3,770.00
<b>Convert Monthly Wages to Quarterly Wages</b>					
Monthly Wages (\$xxxxx.xx)				3 months per quarter	Quarterly Wages
\$1,256.67	X			3	= \$3,770.01
<b>Convert Annual Wages to Quarterly Wages</b>					
Annual Wages (\$xxxxxx.xx)				4 quarters per year	Quarterly Wages
\$15,080.00	/			4	= \$3,770.00

<sup>18</sup> See *Guidance on the use of Supplemental Wage Information to implement the Performance Accountability Requirements under the Workforce Innovation and Opportunity Act*, joint guidance issues on June 1, 2017 via the Office of Career, Technical, and Adult Education (OCTAE) [Program Memorandum 17-6](#), DOL Employment and Training Administration [Training and Employment Guidance Letter \(TEGL\) 26-16](#), and Rehabilitation Services Administration (RSA) [Technical Assistance Circular \(TAC\) 17-04](#).