

# How to Calculate My Long-Term Disability Insurance Premium

## For Plan Year 2021

Before starting you will need to use the most recent Annual Salary to calculate your premiums. Please note your Annual Salary is based on your primary job only. Any additional appointments or task compensations are not included as these positions are not eligible for insurance coverages.

**Step 1:** Log into [Employee Self Service](#) to find your Annual Salary. On the left hand side find and click on “Payroll & Compensation” and then “Compensation History”.

**Example: Annual Salary \$ 35,000**

The screenshot displays the UNT SYSTEM Employee Self Service portal. The header includes the UNT SYSTEM logo and navigation buttons for Jobs, Well-Being, Forms, and Directory. Below the header, there are tabs for Human Resources, Reports, and Student & Faculty tabs moved. The left sidebar contains a list of menu items, with 'Payroll & Compensation' and 'Compensation History' highlighted with red boxes. The main content area is divided into three sections: Time Reporting, eLeave, and ePAR: Payroll Action Request. The Time Reporting section includes links for Time & Labor WorkCenter, My Timesheet, and Request Leave. The eLeave section includes links for Request Leave, Display Leave Requests, and ePAR: Payroll Action Request. The ePAR: Payroll Action Request section includes links for Add a new ePAR, Update/Submit an open ePAR, Display a submitted ePAR, and Approve an ePAR.

**Step 2:** Divide the Annual Salary based on if you are a 12 month or 9 month employee as of 09/01/2020.

$$\text{Example: } \$ 35,000 / 12 = \$ 2,916.67$$

$$\text{Example: (Annual Salary) / (\# of Months Paid) = Gross Monthly Salary}$$

**Step 3:** Take your Gross Monthly Salary and divide by 100.

$$\text{Example: } \$ 2961.67 / 100 = \$ 29.17$$

$$\text{Example: (Gross Monthly Salary) / 100 = Value}$$

**Step 4:** Use the value from Step 3 and multiple by the coverage rate of \$ 0.63 to get your premium rate.

$$\text{Example: } \$ 29.17 \times \$ 0.63 = \$ 18.38$$

$$\text{Example: (Step 3 Value) x (Coverage Rate) = Monthly Premium Rate}$$