C   Converting Income - Overview

Converting income is a method used to determine a monthly amount of income when received more frequently than monthly. Convert income when it is received as follows:

- Weekly

- Bi-weekly

- Semi-monthly

AZTECS converts income keyed on EAIC and UNIC after averaging the income.

To manually convert income, complete the following:

- Multiply the average income per pay period by the appropriate conversion factor to arrive at a monthly amount.

- Drop the third number after the decimal point of the converted monthly amount.

When income is received in a manner other than weekly, bi-weekly, or semi-monthly, see Actual Income or Prorating Income.