Ann Arbor/Flint University Year (U-Year) Appointments
Proration Rules For All Funds

New Hire Scenario/Timing	Effective Date(s)	Pay (Effort) – Job Data	Distribution – Department Budget Earnings
1) New Hire - *Start of Fall Term* **No Proration Needed**	8/31/20	Pay 1 day for August, full 1/12 annual rate pay begins September Payroll pays July and remaining August Pay on a September Offcycle	Non Federally sponsored shortcode: Distribute 1 day in August, July and remaining August distributed on September offcycle. 1/12 distributed on monthly starting 9/1/XX Federally sponsored shortcode: One day distributed in August, 1 day removed on September offcycle, Distribute ¼ of Fall Term U-Year salary from 9/1/XX – 12/31/XX.
2) New Hire – *Start of Winter Term* **No Proration Needed**	1/1/YY	Pay one-twelfth beginning 1/1/YY.	Non Federally sponsored shortcode: Distribute one-twelfth beginning 1/1/YY. Federally sponsored shortcode: Distribute 1/5 of Winter Term U-Year salary from 1/1/YY – 5/31/YY.

Change of Effort/Distribution Scenario/Timing	Effective Date(s)	Pay (Effort) – Job Data	Distribution – Department Budget Earnings
3) Change of Effort/Distribution – *Start of Fall Term* **No Proration Needed**	9/1/XX	Pay one-twelfth beginning 7/1/XX.	Non Federally sponsored shortcode: Distribute one-twelfth beginning 7/1/XX. Federally sponsored shortcode: Distribute ¼ of Fall Term U-Year salary from 9/1/XX – 12/31/XX.
4) Change of Effort/Distribution – *During Fall Term* **Fall Term Proration Needed**	From 9/2/XX to 12/31/XX	Prorate U-Year salary for each % of effort ***Formula:*** $$\frac{\text{* ½ U-Yr salary } \times \text{ # of days worked}}{\text{total work days in Fall Term}}$$ Payroll office enters UPA adjustment(s) on Additional Pay to ensure correct payment.	Prorate U-Year salary for each distribution timeframe ***Formula:*** $$\frac{\text{* ½ U-Yr salary } \times \text{ dist \% } \times \text{ # of days worked}}{\text{total work days in Fall Term}}$$

*Total of monthly pay from July through December.

Ann Arbor/Flint University Year (U-Year) Appointments
Proration Rules For All Funds

Change of Effort/Dist (cont.) Scenario/Timing	Effective Date(s)	Pay (Effort) – Job Data	Distribution – Department Budget Earnings
5) Change of Effort/Distribution – *Start of Winter Term* **No Proration Needed**	1/1/YY	Pay one-twelfth beginning 1/1/YY.	Non Federally sponsored shortcode: Distribute one-twelfth beginning 1/1/YY. Federally sponsored shortcode: Distribute 1/5 of Winter Term U-Year salary from 1/1/YY – 5/31/YY.
6) Change of Effort/Distribution – *During Winter Term* **Winter Term Proration Needed**	From 1/2/YY to 5/31/YY	Prorate U-Year salary for each % of effort ***Formula:*** $$* \tfrac{1}{2} \text{ U-Yr salary } \mathbf{x} \; \frac{\text{\# of days worked}}{\text{total work days in Winter Term}}$$ Payroll office enters UPA adjustment(s) on Additional Pay to ensure correct payment.	Prorate U-Year salary for each distribution timeframe ***Formula:*** $$* \tfrac{1}{2} \text{ U-Yr salary } \mathbf{x} \text{ dist \% } \mathbf{x} \; \frac{\text{\# of days worked}}{\text{total work days in Winter Term}}$$

*Total of monthly pay from July through December.

LOA With/Without Pay Scenario/Timing	Effective Date(s)	Pay (Effort) – Job Data	Distribution – Department Budget Earnings
7) LOA With Pay – *Start of Fall Term* **No Proration Needed**	9/1/XX	Same as Scenario 3	Same as Scenario 3
8) LOA Without Pay – *Start of Fall Term* **No Proration Needed**	9/1/XX	Should not be paid starting from 7/1/XX	N/A

LOA With/Without Pay (cont.) Scenario/Timing	Effective Date(s)	Pay (Effort) – Job Data	Distribution – Department Budget Earnings
9) a. LOA With Pay – *During Fall Term* **b.** LOA Without Pay – *During Fall Term* **Fall Term Proration Needed**	From 9/2/XX to 12/31/XX	Same as Scenario 4	Same as Scenario 4
10) LOA With Pay – *Start of Winter Term* **No Proration Needed**	1/1/YY	Same as Scenario 5	Same as Scenario 5
11) LOA Without Pay – Start of Winter *Term* **No Proration Needed**	1/1/YY	Should Not be Paid starting from 1/1/YY	N/A
12) a. LOA With Pay – During Winter *Term* **b.** LOA Without Pay – During Winter *Term* **Winter Term Proration Needed**	From 1/2/YY to 5/31/YY	Same as Scenario 6	Same as Scenario 6

Ann Arbor/Flint University Year (U-Year) Appointments
Proration Rules For All Funds

Return From LOA With/Without Pay Scenario/Timing	Effective Date(s)	Pay (Effort) – Job Data	Distribution – Department Budget Earnings
13) a. Return from LOA With Pay - *Start of Fall Term* **b.** Return from LOA Without Pay - *Start of Fall Term* **No Proration Needed**	9/1/XX	Same as Scenario 3	Same as Scenario 3
14) a. Return from LOA With Pay - *During Fall Term* **b.** Return from LOA Without Pay - *During Fall Term* **Fall Term Proration Needed**	From 9/2/XX to 12/31/XX	Same as Scenario 4	Same as Scenario 4
15) a. Return from LOA With Pay - *Start of Winter Term* **b.** Return from LOA Without Pay - *Start of Winter Term* **No Proration Needed**	1/1/YY	Same as Scenario 5	Same as Scenario 5
16) a. Return from LOA With Pay - *During Winter Term* **b.** Return from LOA Without Pay - *During Winter Term* **Winter Term Proration Needed**	From 1/2/YY to 5/31/YY	Same as Scenario 6	Same as Scenario 6

Ann Arbor/Flint University Year (U-Year) Appointments
Proration Rules For All Funds

Terminations Scenario/Timing	Effective Date(s)	Pay (Effort) – Job Data	Distribution – Department Budget Earnings
17) Termination – *During Fall Term* **Fall Term Proration Needed**	From 9/2/XX to 12/31/XX	Same as Scenario 4	Same as Scenario 4
18) Termination – *End of Fall Term* **No Proration Needed**	1/1/YY	Same as Scenario 11	Same as Scenario 11
19) Termination – *During Winter Term* **Winter Term Proration Needed**	From 1/2/YY to 5/31/YY	Same as Scenario 6	Same as Scenario 6
20) Termination – *End of Winter Term* **No Proration Needed**	7/1/YY	Same as Scenario 8	Same as Scenario 8