

Dearborn University Year (U-Year) Appointments General Information

Types of Prorations

In general, there are 2 proration rules:

- **Fall Term Proration:** For any appointment changes with an effective date between 09/02/XX and 12/31/XX, prorations are processed by multiplying $\frac{1}{2}$ the U-Year salary (total of monthly pay July through December) times the days worked in the term divided by the number of workdays in the term.
- **Winter Term Proration:** For any appointment changes with an effective date between 01/02/YY and 04/30/YY, prorations are processed by multiplying $\frac{1}{2}$ the U-Year salary (total of monthly pay January through June) times the days worked in the term divided by the number of workdays in the term.

Additional Notes:

- Fall term is defined as September through December.
- For existing U-Year appointments, the $\frac{1}{2}$ U-Year salary for Fall Term may contain a blended rate, two months at the old rate (July and August) and four months at the new rate (September through December).
- For new U-Year appointments, the $\frac{1}{2}$ U-Year salary for Fall Term has a consistent rate, six months at September rate.
- Winter term is defined as January through April.
- Both Salary and Salary Distribution changes follow the rules as outlined in the [Dearborn University Year \(U-Year\) Appointments Proration Rules For All Funds](#).
- Proration rules are applied to all funding sources including Federal Funds.
- General Information and proration rules assume that paperwork was entered timely. If paperwork was not entered timely, then over/underpayments can occur.

Payment Schedules

- U-Year faculty are paid through June 30th upon termination.
- New U-Year appointments will receive July and August “pre-payments” on an offcycle payroll in early September. These are paid as Earnings Code UY1. For a 12 month to U-Year appointment changes, the U-Year appointment may be set up by HR effective 07/01/XX so the “pre-payments” will pay 1/12th in July and 1/12th in August (also as Earn Code UY1).
- New Hire U-Year appointments must have an I9 on file before the pre-payments are made.

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Earnings Codes

- Earnings Code REG represents 1/12th of base salary.
- Earnings Code GLA represents the inflated charge to the Federally Sponsored shortcodes.
- Earnings Code FBI is used as part of the Federally Sponsored sub-system to charge units during the academic year for summer benefits coverage.
 - Flat % of the difference between the GLA charge and the 1/12th equivalent charge
- Earnings Code UPA (University-year Proration Adjustment) is used in Additional Pay to reflect pay adjustments due to proration of pay.
- Earnings Code UY1 (University Year Pre-payment) is used to pay the July and August pre-pays on a new U-Year appointment.