

**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 - <i>Start of Fall Term</i> No Proration Needed	9/1/XX	Pay one-twelfth beginning 9/1/XX Payroll pays July and August on an off-cycle payroll in early September with earnings code UY1.	Non Federally sponsored shortcode: Distribute one-twelfth beginning 9/1/XX. Federally sponsored shortcode: Distribute ¼ of Fall Term U-Year salary from 9/1/XX – 12/31/XX.
2) New Hire – <i>Start of Winter Term</i> 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 – <i>Start of Fall Term</i> 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 – <i>During Fall Term</i> Fall Term Proration Needed	From 9/2/XX to 12/31/XX	Prorate U-Year salary for each % of effort Formula: $\frac{* \frac{1}{2} \text{ U-Yr salary } \times \text{ \# of days worked }}{\text{total work days in Fall Term}}$ Payroll office enters UPA adjustment(s) on Additional Pay to ensure correct payment.	Prorate U-Year salary for each distribution timeframe Formula: $\frac{* \frac{1}{2} \text{ U-Yr salary } \times \text{ dist \% } \times \text{ \# of days worked }}{\text{total work days in Fall Term}}$

*Total of monthly pay from July through December.

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Change of Effort/Dist (cont.) Scenario/Timing	Effective Date(s)	Pay (Effort) – Job Data	Distribution – Department Budget Earnings
5) Change of Effort/Distribution – <i>Start of Winter Term</i> 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 – <i>During Winter Term</i> Winter Term Proration Needed	From 1/2/YY to 5/31/YY	Prorate U-Year salary for each % of effort Formula: $\frac{* \frac{1}{2} \text{ U-Yr salary } \times \text{ \# of days worked }}{\text{total work days in Winter Term}}$ Payroll office enters UPA adjustment(s) on Additional Pay to ensure correct payment.	Prorate U-Year salary for each distribution timeframe Formula: $\frac{* \frac{1}{2} \text{ U-Year salary } \times \text{ dist \% } \times \text{ \# of days worked }}{\text{total work days in Winter Term}}$

*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 – <i>Start of Fall Term</i> No Proration Needed	9/1/XX	Same as Scenario 3	Same as Scenario 3
8) LOA Without Pay – <i>Start of Fall Term</i> No Proration Needed	9/1/XX	Should not be paid starting from 7/1/XX	N/A

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

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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 - <i>Start of Fall Term</i> b. Return from LOA Without Pay - <i>Start of Fall Term</i> No Proration Needed	9/1/XX	Same as Scenario 3	Same as Scenario 3
14) a. Return from LOA With Pay - <i>During Fall Term</i> b. Return from LOA Without Pay - <i>During Fall Term</i> 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 - <i>Start of Winter Term</i> b. Return from LOA Without Pay - <i>Start of Winter Term</i> No Proration Needed	1/1/YY	Same as Scenario 5	Same as Scenario 5
16) a. Return from LOA With Pay - <i>During Winter Term</i> b. Return from LOA Without Pay - <i>During Winter Term</i> Winter Term Proration Needed	From 1/2/YY to 5/31/YY	Same as Scenario 6	Same as Scenario 6

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