

**Dearborn University Year (U-Year) Appointments  
Proration Rules For All Funds**

<b>New Hire Scenario/Timing</b>	<b>Effective Date(s)</b>	<b>Pay (Effort) – Job Data</b>	<b>Distribution – Department Budget Earnings</b>
<b>1) New Hire - <i>Start of Fall Term</i></b>  <b>No Proration Needed</b>	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.
<b>2) New Hire – <i>Start of Winter Term</i></b>  <b>No Proration Needed</b>	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.

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

\*Total of monthly pay from July through December.

**Dearborn 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
<b>5)</b> Change of Effort/Distribution – <i>Start of Winter Term</i>  <b>No Proration Needed</b>	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.
<b>6)</b> Change of Effort/Distribution – <i>During Winter Term</i>  <b>Winter Term Proration Needed</b>	From 1/2/YY to 4/30/YY	Prorate U-Year salary for each % of effort  <b>Formula:</b> $\frac{* \frac{1}{2} \text{ U-Yr salary } \times \text{ \# of days worked }}{\text{total work days in Winter Term}}$ Payroll office enters UPA adjustment(s) on Additional Pay to ensure correct payment.	Prorate U-Year salary for each distribution timeframe  <b>Formula:</b> $\frac{* \frac{1}{2} \text{ U-Yr salary } \times \text{ dist \% } \times \text{ \# of days worked }}{\text{total work days in Winter Term}}$

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

**Dearborn University Year (U-Year) Appointments  
Proration Rules For All Funds**

<b>LOA With/Without Pay (cont.) Scenario/Timing</b>	<b>Effective Date(s)</b>	<b>Pay (Effort) – Job Data</b>	<b>Distribution – Department Budget Earnings</b>
<b>9) a.</b> LOA With Pay – <i>During Fall Term</i> <b>b.</b> LOA Without Pay – <i>During Fall Term</i>  <b>Fall Term Proration Needed</b>	From 9/2/XX to 12/31/XX	Same as Scenario 4	Same as Scenario 4
<b>10) LOA With Pay – <i>Start of Winter Term</i></b>  <b>No Proration Needed</b>	1/1/YY	Same as Scenario 5	Same as Scenario 5
<b>11) LOA Without Pay – <i>Start of Winter Term</i></b>  <b>No Proration Needed</b>	1/1/YY	Should Not be Paid starting from 1/1/YY	N/A
<b>12) a.</b> LOA With Pay – <i>During Winter Term</i> <b>b.</b> LOA Without Pay – <i>During Winter Term</i>  <b>Winter Term Proration Needed</b>	From 1/2/YY to 4/30/YY	Same as Scenario 6	Same as Scenario 6

**Dearborn University Year (U-Year) Appointments  
Proration Rules For All Funds**

<b>Return From LOA With/Without Pay Scenario/Timing</b>	<b>Effective Date(s)</b>	<b>Pay (Effort) – Job Data</b>	<b>Distribution – Department Budget Earnings</b>
<b>13) a.</b> Return from LOA With Pay - <i>Start of Fall Term</i> <b>b.</b> Return from LOA Without Pay - <i>Start of Fall Term</i>  <b>No Proration Needed</b>	9/1/XX	Same as Scenario 3	Same as Scenario 3
<b>14) a.</b> Return from LOA With Pay - <i>During Fall Term</i> <b>b.</b> Return from LOA Without Pay - <i>During Fall Term</i>  <b>Fall Term Proration Needed</b>	From 9/2/XX to 12/31/XX	Same as Scenario 4	Same as Scenario 4
<b>15) a.</b> Return from LOA With Pay - <i>Start of Winter Term</i> <b>b.</b> Return from LOA Without Pay - <i>Start of Winter Term</i>  <b>No Proration Needed</b>	1/1/YY	Same as Scenario 5	Same as Scenario 5
<b>16) a.</b> Return from LOA With Pay - <i>During Winter Term</i> <b>b.</b> Return from LOA Without Pay - <i>During Winter Term</i>  <b>Winter Term Proration Needed</b>	From 1/2/YY to 4/30/YY	Same as Scenario 6	Same as Scenario 6

**Dearborn University Year (U-Year) Appointments  
Proration Rules For All Funds**

<b>Terminations Scenario/Timing</b>	<b>Effective Date(s)</b>	<b>Pay (Effort) – Job Data</b>	<b>Distribution – Department Budget Earnings</b>
<b>17) Termination – <i>During Fall Term</i></b>  <b>Fall Term Proration Needed</b>	From 9/2/XX to 12/31/XX	Same as Scenario 4	Same as Scenario 4
<b>18) Termination – <i>End of Fall Term</i></b>  <b>No Proration Needed</b>	1/1/YY	Same as Scenario 11	Same as Scenario 11
<b>19) Termination – <i>During Winter Term</i></b>  <b>Winter Term Proration Needed</b>	From 1/2/YY to 4/30/YY	Same as Scenario 6	Same as Scenario 6
<b>20) Termination – <i>End of Winter Term</i></b>  <b>No Proration Needed</b>	7/1/YY	Same as Scenario 8	Same as Scenario 8