

Contract Proration Schedule

Academic Affairs Budget Office

FISCAL YEAR (FY)
260 Standard Total Days per Year

Formula for prorating a partial FY salary:

$FY \text{ Salary} / 12 = \text{Monthly Salary}$
 $\text{Monthly Salary} \times \text{Number of Full Months Worked} = \text{Amount 1}$
 $FY \text{ Salary} / 260 = \text{Daily Rate (round to four decimal places)}$
 $\text{Number of days worked in the partial month} \times \text{Daily Rate} = \text{Amount 2}$

$\text{Amount 1} + \text{Amount 2} = \text{Prorated Salary}$

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Working Days = all weekdays including holidays

ACADEMIC YEAR (AY)
198 Standard Total Days per Year

Formula for prorating a partial AY salary:

$AY \text{ Salary} / 9 = \text{Monthly Salary}$
 $\text{Monthly Salary} \times \text{Number of Full Months Worked} = \text{Amount 1}$
 $AY \text{ Salary} / 198 = \text{Daily Rate (round to four decimal places)}$
 $\text{Number of days worked in the partial month} \times \text{Daily Rate} = \text{Amount 2}$

$\text{Amount 1} + \text{Amount 2} = \text{Prorated Salary}$

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Working Days = all weekdays including holidays