

3 Steps to Determine Amount of Pay Reduction, Furlough, or Personal Flex Time

1. Determine your gross annualized pay

Gross annualized pay is the institutional base salary, consisting of one or more of the following components:

- Regular fiscal or academic base salary
- Fiscal salary conversion amount
- Administrative stipend (under Conditions of Administrative Service, UHAP Chapter 5)
- Other Stipend, which includes interim and acting assignments
- Provost-Approved Annual Performance Based Component

Supplemental compensation and Other Professional Services are not considered when determining gross annualized pay. These types of pay are temporary and outside of regular job duties.

How to calculate your gross annualized pay

Exempt employees

1. Open your Compensation History in UAccess. [UA Employee Main Homepage—Payroll & Compensation—Compensation history]
2. Find your most recent base salary amount. This is your gross annualized pay.

Compensation History

[▶ View Chart](#)

Date of Change	Amount	Salary Change Amount	Salary Change Percent	Source	Type	Currency	Job Title
10/07/2019	52,024.000	1,024.000014	2.0	Base Salary	Pay Rate Change	USD	Analyst

Non-exempt employees

1. Open your pay stub in UAccess Employee.
2. Find your hourly pay rate.

Wilbur Wildcat The University of Arizona Tucson, AZ 85750	Employee ID: 12345678 Department: University of Arizona Location: Main Campus Job Title: Mascot Pay Rate: \$26.098000 Hourly
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3. Multiply your hourly pay rate by 2,080. This is your gross annualized pay.

2. Review the relevant bracket tables against your gross annualized pay.

Find your relevant bracket table

- [Personal Flex Time Chart](#) (Furlough-Based Salary Program)
- [Furlough Chart](#) (Furlough Program)

3. If your FTE is less than 1.0, prorate your Furlough or Personal Flex Time and pay reduction

Multiply the number of days by your FTE to prorate your furlough, Personal Flex Time, or pay reduction, as shown below:

Example: A fiscal-year employee at .75 FTE and a gross annual pay of \$52,000.

1. \$52,000 corresponds to 208 Personal Flex Time hours in the bracket tables.
2. Multiply the Personal Flex Time hours by FTE: $208 \times .75 = 156$ hours.

Please discuss your amount of furlough, Personal Flex Time, or percentage of pay reduction with your supervisor. Email additional questions to COVID19-Questions@email.arizona.edu.