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 Table](image)

   **Non-exempt employees**
   1. Open your pay stub in UAccess Employee.
   2. Find your hourly pay rate.
   3. Multiply your hourly pay rate by 2,080. This is your gross annualized pay.

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May 11, 2020
2. **Review the relevant bracket tables against your gross annualized pay.**

   **Find your relevant bracket table**
   - **Fiscal-year and academic-year employees** (PDF)
   - **Grant-funded positions**, including partially grant funded

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 x .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.