



**Building Service 32BJ Benefit Funds
Proration Lookup Chart
Effective 11/1/2008**

Calendar days	Pro-ration
1	0.03
2	0.07
3	0.10
4	0.13
5	0.16
6	0.20
7	0.23
8	0.26
9	0.30
10	0.33
11	0.36
12	0.39
13	0.43
14	0.46
15	0.49
16	0.53
17	0.56
18	0.59
19	0.62
20	0.66
21	0.69
22	0.72
23	0.76
24	0.79
25	0.82
26	0.85
27	0.89
28	0.92
29	0.95

For Health, Legal and Training Fund reporting on the Remittance Report, a prorated formula is used when an employee works part of a month. Partial month contribution may occur when an employee becomes eligible, is suspended or terminated during the month. One calendar day shall equal 0.03288 (rounded off to two digits). A full month's contribution is due when 30 or 31 days are calculated for all months except February. A full month of contribution is due for a full month in February.

Under "Calendar days" column, find the row indicating the number of calendar days your employee completed in the month. Alter the "Months" column on your Remittance Report with the number in the "Proration" column.