

EXAMPLE 1

SALARIED BI-WEEKLY - NEW HIRE

You are the HR Program Coordinator for the School of Public and International Affairs (SPIA). You are responsible for submitting personnel and budget amendment documents. The Business Manager has sent you an email stating that she has hired a full time **Administrative Assistant I** and needs you to process a personnel and budget amendment. The new employee is starting **July 15, 2014** with an annual salary of **\$22,750**.

The department number is **900**. The position short title is **CLRTCXXA**, job class code is **00093** and the account number is **1011GH900000**, object code **51120**.

The following are calculations that you will need when filling out the personnel document.

Step 1

Work hours in the current fiscal year

# of work days in Fiscal Year	X	# of work hours per day	=	# of work hours in Fiscal Year
261		8		2,088

Step 2

Hourly rate

Annual Salary	/	# of work hours in Fiscal Year	=	Hourly Rate
\$22,750		2,088		\$10.896

Step 3

Position Budget

# of days to be worked in Fiscal Year (7/15-6/30)	X	# of work hours per day	=	Total # of hours worked in Fiscal Year
251		8		2,008

Step 3 Continued

Position Budget

Total # of hours worked in Fiscal Year	X	Hourly Rate	=	Position Budget
2,008		\$10.896		\$21,879

Step 4

EFT

Position Budget	/	Annual Salary	=	EFT
\$21,879		\$22,750		0.96200

EMPLOYEE PERSONNEL REPORT

UNIVERSITY OF GEORGIA

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
900550034	1 of 1	01/15/2015	15	7065426950	
DEPARTMENT / PROJECT		PRI DEPT	HIGH DEGREE	INSTITUTION	YEAR
WEBDFS TRAINING CLASS		027			
UGAID	LAST NAME	FIRST NAME/INITIAL	MIDDLE NAME/ INITIAL	SUFFIX	
HOME STREET OR ROUTE NO. (LINE 1)		NON-WORK PHONE	BIRTH DATE	SPOUSE'S NAME	CHAIR
HOME STREET OR ROUTE NO. (LINE 2)		UNIVERSITY PHONE	CITIZEN OF	I-9	VISA
			United States	Y	
HOME CITY	STATE	ZIP + 4	UNIVERSITY BLDG. NAME	BLDG NO/FLOOR/RM	
			BUSINESS SERVICES	0110 / / 0B99D	

UGA EMPLOYMENT HISTORY
 (C) CURRENT (P) PREVIOUS
 DATE //

PAY TYPE
S

UGA % TIME	ACTION MO DA YR
100 000	07/15/2014

(1) FULL BENEFITS
 (E) EXEMPT (N) NON-EXEMPT (T) TIPPED
 (M) MALE (S) SINGLE (Y) FACULTY RANK
 (F) FEMALE (M) MARRIED (N) NON-FACULTY
 HISPANIC OR LATINO/A
 WHITE AFRICAN AMERICAN ASIAN
 AMERICAN INDIAN/ALASKA NATIVE NATIVE HAWAIIAN/OTH PAC ISLAND

FOR PAYROLL DEPT USE ONLY			COOP. EXT. EMPLOYEES ONLY			PAYROLL PAYMENT DISTRIBUTION			
FED	EXM	STATE EXM	OASDI	RETIRE	GDCP	COUNTY MONEY (PER PAY PERIOD)	UGA SALARY	—	<input checked="" type="checkbox"/> (1) DEPARTMENT DISTRIBUTION CODE 100
			HI	EIC			COUNTY MONEY	—	
							TOTAL	—	

TRX	HOME DEPT	SHORT TITLE	POSN NO.	APPT. BEGIN MO DA YR HR	APPT. END MO DA YR HR	JOB CLASS CODE	POSITION TITLE	POS % TIME	C N	FULL TIME ANNUAL SALARY	S C	SUPPLEMENT AMOUNT
	900	CLRTC	55A	07 15 14 00 0	06 30 15 08 0	00093	ADMINISTRATIVE ASSISTANT I	1 00000	N	22750		

PAYROLL AUTHORIZATION

TRX	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR EFT	BUDGET	FROM THRU	AMOUNT PER PAY PERIOD / HOURLY RATE	MO DA YR HR
	900	CLRTC	55A	1011GH900000	0 96200	21879			07 15 14 00 0 06 30 15 08 0 10 896
TOTALS					0 96200	21879			

REASON CODES

(E) Appointment to New Position

REMARKS

IPAWS ACTION # XXXXXX

Fed Retire: N

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
900550034	1 of 1	01/15/2015	15	WEBDFS TRAINING CLASS
UGAID	LAST NAME	FIRST NAME/INITIAL	MIDDLE NAME/ INITIAL	SUFFIX

BUDGET POSITION

UNIVERSITY OF GEORGIA BUDGET AMENDMENT

TRX	HOME DEPT	SHORT TITLE	POSN NO.	APPT. BEGIN MO DA YR HR	APPT. END MO DA YR HR	JOB CLASS CODE	POSITION TITLE	POS % TIME	C N	FULL TIME ANNUAL SALARY	S C	SUPPLEMENT AMOUNT
	900	CLRTC	55A	07 15 14 00 0	06 30 15 08 0	00093	ADMINISTRATIVE ASSISTANT I	1 00000	N	22750		

BUDGET AMENDMENT (PERSONAL AND NON-PERSONAL SERVICES)

TRX	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	OBJECT	DESCRIPTION	CURRENT EFT	CURRENT BUDGET	CHANGE EFT	CHANGE AMT	REVISED EFT	REVISED BUDGET
	900	CLRTC	55A	1011GH900000	51120	SALARIED BI-WEEKLY			0 96200+	21879+	0 96200	21879
	900	LBCLR	L A	1011GH900000	51130	HOURLY BI-WEEKLY	-8 50700	-207695	0 89600-	21879-	-9 40300	-229574
TOTALS							-8 50700	-207695	0 06600+		-8 4410	-207695

FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)

TRX	ACCOUNT	OBJECT	FUNDING SOURCE	CHANGE AMT	+-

REMARKS / REFERENCE