

EXAMPLE 3

SALARIED BI-WEEKLY - REPLACEMENT

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 hired a person to fill the **Administrative Assistant I** position that was vacated on January 16, 2015. The new employee is full time and her start date is **January 19, 2015** with an annual salary of **\$25,025**.

The department number is **900**. The position short title is **CLRTCXXB**, 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
\$25,025		2,088		\$11.985

Step 3

Position Budget

# of days to be worked in Fiscal Year (1/19-6/30)	X	# of work hours per day	=	Total # of hours worked in Fiscal Year
117		8		936

Step 3 Continued

Position Budget

Total # of hours worked in Fiscal Year	X	Hourly Rate	=	Position Budget
936		\$11.985		\$11,218

Step 4

EFT

Position Budget	/	Annual Salary	=	EFT
\$11,218		\$25,025		0.44800

EMPLOYEE PERSONNEL REPORT

UNIVERSITY OF GEORGIA

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
900550036	1 of 1	01/15/2015	15	7065426950	
DEPARTMENT / PROJECT			PRI DEPT	HIGH DEGREE	INSTITUTION
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	01 19 2015

(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
			HI	EIC			—
							<input checked="" type="checkbox"/> (1) DEPARTMENT DISTRIBUTION CODE 100
							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	55B	01 19 15 00 0	06 30 15 08 0	00093	ADMINISTRATIVE ASSISTANT I	1 00000	N	25025		

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	55B	1011GH900000	0 44800	11218		01 19 15 00 0 06 30 15 08 0 11 985
TOTALS					0 44800	11218		

REASON CODES

(D) Replacement Position GINA ROBERTS

REMARKS

IPAWS ACTION # XXXXXX
 BASE PLUS 10%
 Fed Retire: N

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
900550036	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	55B	01 19 15 00 0	06 30 15 08 0	00093	ADMINISTRATIVE ASSISTANT I	1 00000	N	25025		

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
				1011GH900000	71000	OPERATING EXPENSE					1020	-			-1020
	900	CLRTC	55B	1011GH900000	51120	SALARIED BI-WEEKLY	0 44800	10198			1020	+	0 44800		11218
TOTALS							0 44800	10198					0 44800		10198

FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)

TRX	ACCOUNT	OBJECT	FUNDING SOURCE	CHANGE AMT	+/-
	1099GN364000	50000	PERSONAL SERVICES	1020	-
	1099GN364000	70000	CONTINGENCY-OPERATIN	1020	+
TOTAL					

REMARKS / REFERENCE