

EXAMPLE 1

SALARIED BI-WEEKLY - LWOP

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 sent you an email stating that the **Administrative Associate I** will be on leave without pay from **March 6, 2017** through **April 28, 2017**. The employee is returning to work on **May 1, 2017**.

The department number is **900**. The position short title is **CLRTCXXA** and the job class code is **00095**. The current annual salary is **\$28,384**. The position is paid from account **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 |
| \$28,384 | | 2,088 = \$13.594 |

| Step 3 | | |
|------------------------------|---|--|
| Position Budget | | |
| # of days on LWOP (3/6-4/28) | X | # of work hours per day = Total # of hours on LWOP |
| 40 | | 8 = 320 |

| Step 3 Continued | | |
|--------------------------|---|---------------------------------|
| Position Budget | | |
| Total # of hours on LWOP | X | Hourly Rate = Total LWOP Amount |
| 320 | | \$13.594 = \$4,350.08 |

| Step 3 Continued | | |
|-------------------------|---|-------------------------------------|
| Position Budget | | |
| Current Position Budget | - | Total LWOP Amount = Position Budget |
| \$28,384 | | \$4,350 = \$24,034 |

| Step 4 | | |
|-----------------|---|---------------------|
| EFT | | |
| Position Budget | / | Annual Salary = EFT |
| \$24,034 | | \$28,384 = 0.84700 |

EMPLOYEE PERSONNEL REPORT

UNIVERSITY OF GEORGIA

| | | | | | |
|-----------------------------------|-----------|--------------------|-----------------------|------------------|---------------------|
| DOCUMENT NO. | PAGE | DATE | FY | DEPARTMENT PHONE | COLLEGE OR DIVISION |
| 900570015 | 1 of 1 | 12/22/2015 | 17 | 7065426956 | |
| DEPARTMENT / PROJECT | | | PRI DEPT | HIGH DEGREE | INSTITUTION |
| BUDGET DIVISION | | | 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 / / 0226 | |

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

| |
|----------|
| PAY TYPE |
| S |

| | |
|------------|-----------------|
| UGA % TIME | ACTION MO DA YR |
| 100 000 | 03 06 2017 |

(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

| | | | | | |
|---------|-----------|-------|--------|------|-------------------------------|
| FED EXM | STATE EXM | OASDI | RETIRE | GDCP | COUNTY MONEY (PER PAY PERIOD) |
| | | | | | |
| | | HI | EIC | | |

| | |
|---------------------------|--|
| COOP. EXT. EMPLOYEES ONLY | PAYROLL PAYMENT DISTRIBUTION |
| UGA SALARY | <input checked="" type="checkbox"/> (1) DEPARTMENT DISTRIBUTION CODE 100 |
| 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 | 56A | 07 01 16 00 0 | 06 30 17 08 0 | 00095 | ADMINISTRATIVE ASSOCIATE I | 1 00000 | N | 28384 | | |

PAYROLL AUTHORIZATION

| TRX | HOME DEPT | SHORT TITLE | POSN NO. | ACCOUNT | FISCAL YEAR EFT | BUDGET | FROM THRU | AMOUNT PER PAY PERIOD / HOURLY RATE |
|---------------|-----------|-------------|----------|--------------|-----------------|--------------|--------------------------------|-------------------------------------|
| | 900 | CLRTC | 56A | 1011GH900000 | 0 84700 | 24034 | 07 01 16 00 0 06 30 17 08 0 | 13 594 |
| TOTALS | | | | | 0 84700 | 24034 | | |

REASON CODES

(N) Leave Without Pay From: 3/6/17 To: 4/28/17

REMARKS

ON LWOP FROM MARCH 6TH THROUGH APRIL 28TH FOR A TOTAL OF 320HRS

Fed Retire: N

EXAMPLE 1 - SALARIED BI-WEEKLY LWOP

| | | | | |
|--------------|-----------|--------------------|----------------------|--------------------|
| DOCUMENT NO. | PAGE | DATE | FY | DEPARTMENT/PROJECT |
| 900570015 | 1 of 1 | 12/22/2015 | 17 | BUDGET DIVISION |
| 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 | 56A | 07 01 16 00 0 | 06 30 17 08 0 | 00095 | ADMINISTRATIVE ASSOCIATE I | 1 00000 | N | 28384 | | |

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 | 56A | 1011GH900000 | 51120 | SALARIED BI-WEEKLY | 1 00000 | 28384 | 0 15300- | 4350- | 0 84700 | 24034 |
| | 900 | LBCLR | L A | 1011GH900000 | 51130 | HOURLY BI-WEEKLY | | -83144 | | 4350+ | | -78794 |
| TOTALS | | | | | | | 1 00000 | -54760 | 0 15300- | | 0 84700 | -54760 |

FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)

| TRX | ACCOUNT | OBJECT | FUNDING SOURCE | CHANGE AMT | + | REMARKS / REFERENCE |
|-----|---------|--------|----------------|------------|---|---------------------|
| | | | | | | |

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