

EXAMPLE 7

ACADEMIC-NEW HIRE

You are the Business Manager in VP for Research. You are responsible for submitting personnel and budget amendment documents for all of the departments under VP for Research. You received an email from the Administrative Financial Director in the Institute for Behavioral Research. He is letting you know that he has recently hired a new **Senior Research Scientist** effective **August 05, 2016**. The employee will work **1/3 time** and will be on the **Academic payroll** with an annual salary of **\$40,832**.

The department is **900**. The position short title is **RSHASXXA**, job class code **44050** and the account number is **1011GH900000**, object code **51112**.

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

Step 1

Pay Periods

Annual Salary	/	# of Pay Periods in Academic Year	=	Full Time Monthly Rate
\$40,832		10		\$4,083.20

Step 2

Monthly Rate at 1/3 Time

Full Time Monthly Rate	x	% time	=	Monthly Rate @ 0.33333
\$4,083.20		0.33333		\$1,361.05

Step 3

Position Budget

Monthly Rate	x	# of Pay Periods in Academic Year	=	Position Budget
\$1,361.05		10		\$13,611

Step 4

Position Budget

Position Budget	/	Annual Salary	=	EFT
\$13,611		\$40,832		0.33300

Step 4

EFT

EFT	x	Academic Multiplier	=	EFT
0.33300		0.75000		0.25000

EMPLOYEE PERSONNEL REPORT

UNIVERSITY OF GEORGIA

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
900570007	1 of 1	08/09/2016	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
A

UGA % TIME	ACTION MO DA YR
100 000	08/05/2016

(1) FULL BENEFITS
 (E) EXEMPT (N) NON-EXEMPT (T) TIPPED
 (M) MALE (S) SINGLE (Y) FACULTY RANK 44050
 (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
 UGA SALARY —
 COUNTY MONEY —
 TOTAL —

PAYROLL PAYMENT DISTRIBUTION
 (1) DEPARTMENT DISTRIBUTION CODE 100

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	RSHAS	57A	08 05 16 00 0	12 16 16 08 0	44050	SENIOR RESEARCH SCIENTIST	0 33333	A	40832		
	900	RSHAS	57A	01 01 17 00 0	05 05 17 08 0	44050	SENIOR RESEARCH SCIENTIST	0 33333	A	40832		

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	RSHAS	57A	1011GH900000	0 25000	13611			08 05 16 00 0
									05 05 17 08 0
									1361 05
TOTALS					0 25000	13611			1361 05

REASON CODES

(A) New UGA Employee
 (E) Appointment to New Position

REMARKS

Fed Retire: N

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
900570007	1 of 1	08/09/2016	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	RSHAS	57A	08 05 16 00 0	12 16 16 08 0	44050	SENIOR RESEARCH SCIENTIST	0 33333	A	40832		
	900	RSHAS	57A	01 01 17 00 0	05 05 17 08 0	44050	SENIOR RESEARCH SCIENTIST	0 33333	A	40832		

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	RSHAS	57A	1011GH900000	51112	ACADEMIC PAYROLL			0 25000	+	13611	+	0 25000		13611
	900	STUWK	L A	1011GH900000	51200	STUDENT ASSISTANTS					13611	-			-13611
TOTALS									0 25000	+			0 25000		

FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)

TRX	ACCOUNT	OBJECT	FUNDING SOURCE	CHANGE AMT	+-

REMARKS / REFERENCE

EXAMPLE 7 - ACADEMIC NEW HIRE