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**

<table>
<thead>
<tr>
<th>Annual Salary</th>
<th>/</th>
<th># of Pay Periods in Academic Year</th>
<th>=</th>
<th>Full Time Monthly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$40,832</td>
<td></td>
<td>10</td>
<td></td>
<td>$4,083.20</td>
</tr>
</tbody>
</table>

### Step 2

**Monthly Rate at 1/3 Time**

<table>
<thead>
<tr>
<th>Full Time Monthly Rate</th>
<th>x</th>
<th>% time</th>
<th>=</th>
<th>Monthly Rate @ 0.33333</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,083.20</td>
<td></td>
<td>0.3333</td>
<td></td>
<td>$1,361.05</td>
</tr>
</tbody>
</table>

### Step 3

**Position Budget**

<table>
<thead>
<tr>
<th>Monthly Rate</th>
<th>X</th>
<th># of Pay Periods in Academic Year</th>
<th>=</th>
<th>Position Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,361.05</td>
<td></td>
<td>10</td>
<td></td>
<td>$13,611</td>
</tr>
</tbody>
</table>

### Step 4

**EFT**

<table>
<thead>
<tr>
<th>EFT</th>
<th>X</th>
<th>Academic Multiplier</th>
<th>=</th>
<th>EFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.33300</td>
<td></td>
<td>0.75000</td>
<td></td>
<td>0.25000</td>
</tr>
</tbody>
</table>
### UGA Employment History

- **Action**: (C) Current
- **Date**

### PAY TYPE

- **Code**: A

### UGAAID

### 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 City

### State

### Zip + 4

### University Bldg. Name

### BLDG NO/FLOOR/RM

### Business Services

### 0110 / 0226

### FOR PAYROLL DEPT USE ONLY

#### OASDI

#### RETIRE

#### GDCP

#### COUNTY MONEY (PER PAY PERIOD)

### COOP. EXT. EMPLOYEES ONLY

#### UGA SALARY

#### COUNTY MONEY

#### TOTAL

### PAYROLL PAYMENT DISTRIBUTION

- **Code**: 100

### TRX

### HOME DEPT

### SHORTTITLE

### POSNO.

### APPT. BEGIN MO DA YR HR

### APPT. END MO DA YR HR

### JOB CLASS CODE

### POSITION TITLE

### POS % TIME

### CN

### FULL TIME ANNUAL SALARY

### S C

### SUPPLEMENT AMOUNT

- **Department Distribution Code**: 100

### EXAMPLE 7 - ACADEMIC NEW HIRE

#### PAYROLL AUTHORIZATION

### TRX

### HOME DEPT

### SHORTTITLE

### POSNO.

### ACCOUNT

### FISCAL YEAR

### FROM THRU

### AMOUNT PER PAY PERIOD / HOURLY RATE

### MO DA YR HR

### 08/05/16 00|0

### 05/05/17 08|0

### TOTALS

### 0|25000

### 1361|05

### 1361|05

### REASON CODES

(A) New UGA Employee

(E) Appointment to New Position

### REMARKS

Fed Retire: N
## UNIVERSITY OF GEORGIA BUDGET AMENDMENT

### BUDGET POSITION

<table>
<thead>
<tr>
<th>TRX</th>
<th>HOME DEPT</th>
<th>SHORT TITLE</th>
<th>POSN NO.</th>
<th>APPT. BEGIN MO</th>
<th>APPT. END MO</th>
<th>JOB CLASS CODE</th>
<th>POSITION TITLE</th>
<th>POS % TIME</th>
<th>FULL TIME ANNUAL SALARY</th>
<th>SUPPLEMENT AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>900</td>
<td>RSHAS</td>
<td>57A</td>
<td>900</td>
<td>08</td>
<td>05</td>
<td>16 00</td>
<td>00</td>
<td>12</td>
<td>16</td>
<td>16 08</td>
</tr>
<tr>
<td>900</td>
<td>RSHAS</td>
<td>57A</td>
<td>900</td>
<td>01</td>
<td>01</td>
<td>17 00</td>
<td>00</td>
<td>05</td>
<td>05</td>
<td>17 08</td>
</tr>
</tbody>
</table>

### BUDGET AMENDMENT (PERSONAL AND NON-PERSONAL SERVICES)

<table>
<thead>
<tr>
<th>TRX</th>
<th>HOME DEPT</th>
<th>SHORT TITLE</th>
<th>POSN NO.</th>
<th>ACCOUNT NO.</th>
<th>OBJECT NO.</th>
<th>DESCRIPTION</th>
<th>CURRENT EFT</th>
<th>CURRENT BUDGET</th>
<th>CHANGE EFT</th>
<th>CHANGE AMT</th>
<th>REVISED EFT</th>
<th>REVISED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>900</td>
<td>RSHAS</td>
<td>57A</td>
<td>900</td>
<td>1011GH900000</td>
<td>51112</td>
<td>ACADEMIC PAYROLL</td>
<td>0</td>
<td>25000 +</td>
<td>13611 +</td>
<td>0</td>
<td>25000 13611</td>
<td></td>
</tr>
<tr>
<td>900</td>
<td>STUWK</td>
<td>L A</td>
<td>900</td>
<td>1011GH900000</td>
<td>51200</td>
<td>STUDENT ASSISTANTS</td>
<td>13611 +</td>
<td>-13611 -</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS**

<table>
<thead>
<tr>
<th>TRX</th>
<th>ACCOUNT NO.</th>
<th>OBJECT NO.</th>
<th>FUNDING SOURCE</th>
<th>CHANGE AMT</th>
<th>REMARKS / REFERENCE</th>
</tr>
</thead>
</table>

**EXAMPLE 7 - ACADEMIC NEW HIRE**