

EXAMPLE 8

ACADEMIC-REVISION With % CHANGE

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. The Administrative Financial Director notified you that the **Senior Research Scientist** position percent time is changing from 1/3rd time to full time for FY17. The account number is changing effective **Spring Semester, 01/02/17**.

The department is **900**. The position short title is **RSHASXXA** and the annual salary is **\$40,832**. The position is changing to full time effective **08/05/2016**. The new account number is **1026GR900000**, object

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

| Pay Periods | | |
|------------------------|---|--|
| Full Time Monthly Rate | x | # of Pay Periods for Fall Semester = Position Budget for Fall Semester |
| \$4,083.20 | | 5 = \$20,416 |

Step 2

| Pay Periods | | |
|------------------------|---|--|
| Full Time Monthly Rate | x | # of Pay Periods for Spring Semester = Position Budget for Spring Semester |
| \$4,083.20 | | 5 = \$20,416 |

Step 3

| Position Budget | | |
|-----------------------------------|---|---------------------------------------|
| Position Budget for Fall Semester | / | Annual Salary = EFT for Fall Semester |
| \$20,416 | | \$40,832 = 0.50000 |

Step 3

| Position Budget | | |
|-------------------------------------|---|---|
| Position Budget for Spring Semester | / | Annual Salary = EFT for Spring Semester |
| \$20,416 | | \$40,832 = 0.50000 |

Step 4

| Position Budget | | |
|-----------------------|---|---|
| EFT for Fall Semester | x | Academic Multiplier = New EFT for Fall Semester |
| 0.50000 | | 0.75000 = 0.37500 |

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Step 4

Position Budget

$$\begin{array}{rcccl} \text{EFT for} & & & & \text{New EFT for} \\ \text{Spring} & \times & \text{Academic} & = & \text{Spring} \\ \text{Semester} & & \text{Multiplier} & & \text{Semester} \end{array}$$

$$\begin{array}{rcccl} \underline{0.50000} & & \underline{0.75000} & & \underline{0.37500} \end{array}$$

EMPLOYEE PERSONNEL REPORT

UNIVERSITY OF GEORGIA

| | | | | | |
|-----------------------------------|-----------|--------------------|-----------------------|------------------|---------------------|
| DOCUMENT NO. | PAGE | DATE | FY | DEPARTMENT PHONE | COLLEGE OR DIVISION |
| 900570008 | 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 | 01 02 2017 |

(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 | PAYROLL PAYMENT DISTRIBUTION |
| UGA SALARY | <input checked="" type="checkbox"/> (1) DEPARTMENT DISTRIBUTION CODE <u>100</u> |
| 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 | RSHAS | 45A | 08 05 16 00 0 | 12 16 16 08 0 | 44050 | SENIOR RESEARCH SCIENTIST | 1 00000 | A | 40832 | | |
| | 900 | RSHAS | 45A | 01 01 17 00 0 | 05 05 17 08 0 | 44050 | SENIOR RESEARCH SCIENTIST | 1 00000 | 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 | MO DA YR HR |
|--------|-----------|-------------|----------|--------------|-----------------|--------|-----------|-------------------------------------|---------------|---------------|
| | 900 | RSHAS | 45A | 1011GH900000 | 0 37500 | 20416 | | | 08 05 16 00 0 | 01 02 17 00 0 |
| | 900 | RSHAS | 45A | 1026GR900000 | 0 37500 | 20416 | | | 12 16 16 08 0 | 05 05 17 08 0 |
| TOTALS | | | | | | | | | 4083 20 | 4083 20 |

REASON CODES

(F) Change Percent Time Employed From: 33.333 To: 1.0000
 (H) Revise Distribution of Salary

REMARKS

Fed Retire: N

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| | | | | |
|--------------|-----------|--------------------|----------------------|--------------------|
| DOCUMENT NO. | PAGE | DATE | FY | DEPARTMENT/PROJECT |
| 900570008 | 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 | 45A | 08 05 16 00 0 | 12 16 16 08 0 | 44050 | SENIOR RESEARCH SCIENTIST | 1 00000 | A | 40832 | | |
| | 900 | RSHAS | 45A | 01 01 17 00 0 | 05 05 17 08 0 | 44050 | SENIOR RESEARCH SCIENTIST | 1 00000 | 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 | 45A | 1011GH900000 | 51112 | ACADEMIC PAYROLL | | | 0 37500 | + | 20416 | + | 0 37500 | | 20416 | |
| | 900 | RSHAS | 45A | 1026GR900000 | 51112 | ACADEMIC PAYROLL | | | 0 37500 | + | 20416 | + | 0 37500 | | 20416 | |
| | 900 | STUWK | L A | 1011GH900000 | 51200 | STUDENT ASSISTANTS | | | -13611 | | 40832 | - | | | -54443 | |
| TOTALS | | | | | | | | | -13611 | | 0 75000 | + | | | 0 75000 | -13611 |

FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)

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

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