

EXAMPLE 9

ACADEMIC % TIME CHANGE

You are the Business Affairs Manager for the College of Arts and Sciences. You are responsible for submitting personnel documents. The Chemistry department notified you that the **Assistant Research Scientist** position is changing percent time from **100%** time to **50%** time beginning **Spring Semester, 01/01/2017**.

The department number is **900**. The position short title is **RSHASXXA** and the job class code is **44030**. The annual salary is **\$70,000**. The position is paid **50%** from account is **1011GH900000** and **50%** from account **1026GR900000**, object code **51112**.

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

"A" Position

Step 1			
Pay Periods			
# of months in Academic Year	X	1 pay check per month	= Pay Period in Academic Year
10		1	10

Step 2			
Monthly rate			
Annual Salary	/	# of Pay Periods in Academic Year	= Monthly Rate or Rate per Pay Period
\$70,000		10	\$7,000.00

Step 3			
Position Budget for "A" Position			
Monthly Rate or Rate per Pay Period	X	# of Pay Periods for Fall Semester (Aug-Dec)	= Position Budget for Fall Semester
\$7,000.00		5	\$35,000

Step 4			
EFT for "A" Position			
Position Budget	/	Annual Salary	= EFT
\$35,000		\$70,000	0.50000

Step 4 Continued			
EFT for "A" Position			
EFT	X	Academic Multiplier	= EFT
0.50000		0.75000	0.37500

EXAMPLE 9

ACADEMIC % TIME CHANGE

"B" Position

Step 1		
Pay Periods		
# of months in Academic Year	X 1 pay check per month	= Pay Periods in Fiscal Year
10	1	10

Step 2		
Monthly rate		
Annual Salary	/ # of Pay Periods in Academic Year	= Monthly Rate or Rate per Pay Period
\$70,000	10	\$7,000.00

Step 3		
Position Budget for "B" Position		
Monthly Rate or Rate per Pay Period	X Percent Time	= Monthly Rate
\$7,000.00	0.50000	\$3,500.00

Step 3 continued		
Position Budget for "B" Position		
Monthly Rate	X # of Pay Periods for Spring Semester (Jan-May)	= Position Budget for Spring Semester
\$3,500.00	5	\$17,500

Step 4		
EFT for "B" Position		
Position Budget	/ Annual salary	= EFT
\$17,500	\$70,000	0.25000

Step 4		
EFT for "B" Position		
EFT	X Academic Multiplier	= EFT
0.25000	0.75000	0.18800

EMPLOYEE PERSONNEL REPORT

UNIVERSITY OF GEORGIA

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
900550032	1 of 1	08/09/2016	17	7065422802	
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
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 44030

(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	RSHAS	55A	08 05 16 00 0	12 16 16 08 0	44030	ASSISTANT RESEARCH SCIENTIST	1 00000	A	70000		
	900	RSHAS	55B	01 01 17 00 0	05 05 17 08 0	44030	ASSISTANT RESEARCH SCIENTIST	0 50000	A	70000		

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	55A	1011GH900000	0 18800	17500		08 05 16 00 0	01 01 17 00 0
	900	RSHAS	55A	1026GR900000	0 18800	17500		12 16 16 08 0	05 05 17 08 0
	900	RSHAS	55B	1011GH900000	0 18800	17500			
TOTALS					0 56400	52500		7000 00	3500 00

REASON CODES

(F) Change Percent Time Employed From: 1.00000 To: .50000

REMARKS

Fed Retire: N

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DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
900550032	1 of 1	08/09/2016	17	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	RSHAS	55A	08 05 16 00 0	12 16 16 08 0	44030	ASSISTANT RESEARCH SCIENTIST	1 00000	A	70000		
	900	RSHAS	55B	01 01 17 00 0	05 05 17 08 0	44030	ASSISTANT RESEARCH SCIENTIST	0 50000	A	70000		

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
				1026GR900000	71000	OPERATING EXPENSE					17500	+			17500
	900	RSHAS	55A	1011GH900000	51112	ACADEMIC PAYROLL	0 37500	35000	0 18700	-	17500	-	0 18800		17500
	900	RSHAS	55A	1026GR900000	51112	ACADEMIC PAYROLL	0 37500	35000	0 18700	-	17500	-	0 18800		17500
	900	RSHAS	55B	1011GH900000	51112	ACADEMIC PAYROLL			0 18800	+	17500	+	0 18800		17500
TOTALS							0 75000	70000	0 18600	-			0 56400		70000

FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)

TRX	ACCOUNT	OBJECT	FUNDING SOURCE	CHANGE AMT	+-
	1099GN364000	50000	PERSONAL SERVICES	17500	+
	1099GN364000	70000	CONTINGENCY-OPERATIN	17500	-
TOTAL					

REMARKS / REFERENCE

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