

EXAMPLE 2

SALARIED % TIME CHANGE

You are the Business Affairs Manager for the Dean's office of the College of Arts and Sciences. You are responsible for submitting personnel and budget amendment documents. The Administrative Financial Director in the Chemistry Department called to notified you that his **Administrative Associate I** who is currently employed at **100%** time is changing to **80%** time effective **March 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.

"A" Position

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 for "A" Position		
# of days worked (7/1-2/28)	X # of work hours per day	= Total # of hours worked
173	8	1,384

Step 3 continued		
Position Budget for "A" position		
Total # of hours worked	X Hourly Rate	= Position Budget
1,384	\$13.594	\$18,814

Step 4		
EFT for "A" Position		
Position Budget	/ Annual Salary	= EFT
\$18,814	\$28,384	0.66300

EXAMPLE 2

SALARIED % TIME CHANGE

"B" Position

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 for "B" Position		
# of days worked (3/1-6/30)	X # of work hours per day	= Total # of hours worked
88	8	704

Step 3 continued		
Position Budget for "B" Position		
Total # of hours worked	X Hourly Rate	= Position Budget
704	\$13.594	\$9,570

Step 3 continued		
Position Budget for "B" Position		
Position Budget	X Percent Time	= Position Budget
\$9,570	0.80000	\$7,656

Step 4		
EFT for "B" Position		
Position Budget	/ Annual Salary	= EFT
\$7,656	\$28,384	0.27000

EMPLOYEE PERSONNEL REPORT

UNIVERSITY OF GEORGIA

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
900570016	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 01 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				COOP. EXT. EMPLOYEES ONLY		PAYROLL PAYMENT DISTRIBUTION	
FED EXM	STATE EXM	OASDI	RETIRE	GDCP	COUNTY MONEY (PER PAY PERIOD)	UGA SALARY	—
		HI	EIC			COUNTY MONEY	—
						TOTAL	—
						<input checked="" type="checkbox"/> (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	CLRTC	56A	07 01 16 00 0	02 28 17 08 0	00095	ADMINISTRATIVE ASSOCIATE I	1 00000	N	28384		
	900	CLRTC	56B	03 01 17 00 0	06 30 17 08 0	00095	ADMINISTRATIVE ASSOCIATE I	0 80000	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 66300	18814	07 01 16 00 0 - 03 01 17 00 0	13 594
	900	CLRTC	56B	1011GH900000	0 27000	7656	02 28 17 08 0 - 06 30 17 08 0	13 594
TOTALS					0 93300	26470		

REASON CODES

(F) Change Percent Time Employed From: 100 To: 80

REMARKS

CHANGE PERCENT TIME FROM 1.00000 TO 0.80000 3/1/17-6/30/17

Fed Retire: N

EXAMPLE 2 - SALARIED % TIME CHANGE

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
900570016	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	02 28 17 08 0	00095	ADMINISTRATIVE ASSOCIATE I	1 00000	N	28384		
	900	CLRTC	56B	03 01 17 00 0	06 30 17 08 0	00095	ADMINISTRATIVE ASSOCIATE I	0 80000	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 33700	-	9570	-	0 66300		18814
	900	CLRTC	56B	1011GH900000	51120	SALARIED BI-WEEKLY			0 27000	+	7656	+	0 27000		7656
	900	STUWK	L A	1011GH900000	51200	STUDENT ASSISTANTS			-64574		1914	+			-62660
TOTALS							1 00000	-36190	0 06700	-			0 93300		-36190

FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)

TRX	ACCOUNT	OBJECT	FUNDING SOURCE	CHANGE AMT	+-

REMARKS / REFERENCE

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