

### EXAMPLE 3

#### SALARIED ACCRUED LEAVE PAID FROM LUMP SUM

You are the Business Manager for the College of Pharmacy. You are responsible for submitting personnel and budget amendment documents. The Financial Director notified you that the **Administrative Associate I** in the office resigned on **6/30/16**. You need to process a personnel to remove the employee from the **FY17 Budget** and pay **58 hours of accrued leave** from a lump sum position.

The department number is **900**. The employee was put in during FY17 Budget Development with an annual salary of **\$28,384**. The position short title is **CLRTCXXA**, job class code is **00095** and the accrued leave short title is **ALCLRL A**. The employee's information needs to be removed from the position and the budget will remain in the position. The accrued leave is paid from account **1011GH900000**, object code **51120**.

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

#### 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 = 2088

#### Step 2

Hourly Rate		
Annual Salary	/	# of work hours in Fiscal Year = Hourly Rate
\$28,384		2088 = \$13.594

#### Step 3

Position Budget		
Hourly rate	X	# of hours accrued leave = Position Budget
\$13.594		58 = \$788

**EMPLOYEE PERSONNEL REPORT**

**UNIVERSITY OF GEORGIA**

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
900570017	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   /  /  

(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

PAY TYPE
<b>S</b>

UGA % TIME	ACTION MO DA YR
100 000	07 01 2016

**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	CLRTC	56A	07 01 16 00 0	07 01 16 08 0	00095	ADMINISTRATIVE ASSOCIATE I	1 00000	N	28384		
	900	ALCLR	L A	07 01 16 00 0	07 12 16 02 0		ACCRUED LEAVE	0 00000		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		07 01 16 00 0	07 01 16 00 0
	900	ALCLR	L A	1011GH900000		07 01 16 08 0	07 12 16 02 0
<b>TOTALS</b>							788

**REASON CODES**

(P ) Termination MOVING OUT OF STATE

**REMARKS**

LAST DAY WORKED 6/30/16 WITH 58HRS ACCRUED LEAVE

Fed Retire: N

**EXAMPLE 3 - SALARIED ACCRUED LEAVE PAID FROM LUMP SUM**

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
900570017	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	07 01 16 08 0	00095	ADMINISTRATIVE ASSOCIATE I	1 00000	N	28384		
	900	ALCLR	L A	07 01 16 00 0	07 12 16 02 0		ACCRUED LEAVE	0 00000		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
				1011GH900000	71000	OPERATING EXPENSE				788-		-788
	900	ALCLR	L A	1011GH900000	51120	SALARIED BI-WEEKLY				788+		788
<b>TOTALS</b>												

**FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)**

TRX	ACCOUNT	OBJECT	FUNDING SOURCE	CHANGE AMT	+-
	1099GN364000	50000	PERSONAL SERVICES	788	-
	1099GN364000	70000	CONTINGENCY-OPERATIN	788	+
			<b>TOTAL</b>		

REMARKS / REFERENCE

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