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.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work hours in the current fiscal year</td>
<td>Hourly Rate</td>
</tr>
<tr>
<td># of work days in Fiscal Year X # of work hours per day = # of work hours in Fiscal Year</td>
<td>Annual Salary / # of work hours in Fiscal Year = Hourly Rate</td>
</tr>
<tr>
<td>261 X 8 = 2088</td>
<td>$28,384 / 2088 = $13.594</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Budget</td>
</tr>
<tr>
<td>Hourly rate X # of hours accrued leave = Position Budget</td>
</tr>
<tr>
<td>$13.594 X 58 = $788</td>
</tr>
</tbody>
</table>
### EMPLOYEE PERSONNEL REPORT

**UNIVERSITY OF GEORGIA**

**DOCUMENT NO.**: 900570017  
**PAGE**: 1 of 1  
**DATE**: 12/22/2015  
**FY**: 17  
**DEPARTMENT PHONE**: 7065426956

#### BUDGET DIVISION
- **PRI DEPT**: 027
- **HIGH DEGREE**:  
- **INSTITUTION**:  
- **YEAR**:  
- **DEPARTMENT / PROJECT**:  
- **PRI DEPT**:  
- **HIGH DEGREE**:  
- **INSTITUTION**:  
- **YEAR**:  
- **DEPARTMENT / PROJECT**:  

#### Personnel Information
- **LAST NAME**: CALDWELL  
- **FIRST NAME/INITIAL**: REBECCA  
- **MIDDLE NAME/INITIAL**: SUSANNE

#### Employment History
- **PAY TYPE**: S  
- **PAYROLL AUTHORIZATION**
  - **TRX**: 900  
  - **SHORT TITLE**: CLRTC 56A  
  - **POSN NO.**: 07/01/16 00/0  
  - **APPT. BEGIN MO DA YR HR**: 07/01/16 08|0  
  - **APPT. END MO DA YR HR**: 07/01/16 08|0  
  - **JOB CLASS CODE**: 00095  
  - **POSITION TITLE**: ADMINISTRATIVE ASSOCIATE I  
  - **FULL TIME ANNUAL SALARY**: 100000  
  - **SUPPLEMENT AMOUNT**: 28384

- **TRX**: 900  
  - **SHORT TITLE**: ALCLR L A  
  - **POSN NO.**: 07/01/16 00/0  
  - **APPT. BEGIN MO DA YR HR**: 07/12/16 02|0  
  - **APPT. END MO DA YR HR**:  
  - **JOB CLASS CODE**:  
  - **POSITION TITLE**: ACCRUED LEAVE  
  - **FULL TIME ANNUAL SALARY**: 0  
  - **SUPPLEMENT AMOUNT**: 28384

#### Payroll Payment Distribution
- **(1) DEPARTMENT DISTRIBUTION CODE**: 100  
- **TOTAL**:  
- **PAYROLL AUTHORIZATION**
  - **TRX**: 900  
  - **SHORT TITLE**: CLRTC 56A  
  - **POSN NO.**: 1011GH900000  
  - **ACCOUNT**:  
  - **FISCAL YEAR**
  - **FROM THRU**: 07/01/16 00|0  
  - **AMOUNT PER PAY PERIOD / HOURLY RATE**: 07/01/16 00|0  
  - **FULL TIME ANNUAL SALARY**: 100000  
  - **SUPPLEMENT AMOUNT**: 28384

- **TRX**: 900  
  - **SHORT TITLE**: ALCLR L A  
  - **POSN NO.**: 1011GH900000  
  - **ACCOUNT**:  
  - **FISCAL YEAR**
  - **FROM THRU**: 07/01/16 00|0  
  - **AMOUNT PER PAY PERIOD / HOURLY RATE**: 07/01/16 00|0  
  - **FULL TIME ANNUAL SALARY**: 100000  
  - **SUPPLEMENT AMOUNT**: 28384

#### For Payroll Dept Use Only
- **OASDI**:  
- **RETIRE**:  
- **GDCP**:  
- **COUNTY MONEY (PER PAY PERIOD)**
- **COOP. EXT. EMPLOYEES ONLY**
- **PAYROLL PAYMENT DISTRIBUTION**
  - **(1) DEPARTMENT DISTRIBUTION CODE**: 100  
  - **TOTAL**

#### Payroll Authorization
- **TRX**: 900  
  - **SHORT TITLE**: CLRTC 56A  
  - **POSN NO.**: 1011GH900000  
  - **ACCOUNT**:  
  - **FISCAL YEAR**
  - **FROM THRU**: 07/01/16 00|0  
  - **AMOUNT PER PAY PERIOD / HOURLY RATE**: 07/01/16 00|0  
  - **FULL TIME ANNUAL SALARY**: 28384  
  - **SUPPLEMENT AMOUNT**: 28384

- **TRX**: 900  
  - **SHORT TITLE**: ALCLR L A  
  - **POSN NO.**: 1011GH900000  
  - **ACCOUNT**:  
  - **FISCAL YEAR**
  - **FROM THRU**: 07/01/16 00|0  
  - **AMOUNT PER PAY PERIOD / HOURLY RATE**: 07/01/16 00|0  
  - **FULL TIME ANNUAL SALARY**: 28384  
  - **SUPPLEMENT AMOUNT**: 28384

#### Payroll Payment Distribution
- **TOTAL**: 28384

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

**REMARKS**
- LAST DAY WORKED 6/30/16 WITH 58HRS ACCRUED LEAVE
- Fed Retire: N
### UNIVERSITY OF GEORGIA BUDGET AMENDMENT

#### BUDGET POSITION

<table>
<thead>
<tr>
<th>TRX</th>
<th>DEPT</th>
<th>SHORT TITLE</th>
<th>POSN NO.</th>
<th>APPT. BEGIN MO DA YR HR</th>
<th>APPT. END MO DA YR HR</th>
<th>JOB CLASS CODE</th>
<th>POSITION TITLE</th>
<th>POS % TIME</th>
<th>C N</th>
<th>FULL TIME ANNUAL SALARY</th>
<th>S C</th>
<th>SUPPLEMENT AMOUNT</th>
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<tbody>
<tr>
<td>900</td>
<td>CLRTC</td>
<td>ADMINISTRATIVE ASSOCIATE I</td>
<td>00095</td>
<td>07</td>
<td>01</td>
<td>16 00</td>
<td>00</td>
<td>07</td>
<td>01</td>
<td>16 08</td>
<td>00</td>
<td>1</td>
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<tr>
<td>900</td>
<td>ALCLR</td>
<td>ACCRUED LEAVE</td>
<td>07</td>
<td>01</td>
<td>16 00</td>
<td>00</td>
<td>07</td>
<td>12</td>
<td>16 02</td>
<td>00</td>
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<td>00000</td>
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#### BUDGET AMENDMENT (PERSONAL AND NON-PERSONAL SERVICES)

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<tr>
<th>TRX</th>
<th>DEPT</th>
<th>SHORT TITLE</th>
<th>POSN NO.</th>
<th>ACCOUNT</th>
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<th>DESCRIPTION</th>
<th>CURRENT EFT</th>
<th>CURRENT BUDGET</th>
<th>CHANGE EFT</th>
<th>CHANGE AMT</th>
<th>REVISED EFT</th>
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<tbody>
<tr>
<td>900</td>
<td>ALCLR</td>
<td>SALARIED BI-WEEKLY</td>
<td>0111GH900000</td>
<td>51120</td>
<td>OPERATING EXPENSE</td>
<td>788</td>
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<td>900</td>
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<td>PERSONAL SERVICES</td>
<td>1099GN364000</td>
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<tr>
<td>900</td>
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<td>CONTINGENCY-OPERATIN</td>
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<td>70000</td>
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#### FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)

<table>
<thead>
<tr>
<th>TRX</th>
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<th>OBJECT</th>
<th>DESCRIPTION</th>
<th>CHANGE AMT</th>
<th>REMARKS / REFERENCE</th>
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<tbody>
<tr>
<td>1099</td>
<td>GN364000</td>
<td>50000</td>
<td>PERSONAL SERVICES</td>
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<tr>
<td>1099</td>
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<td>70000</td>
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<td>788+</td>
<td></td>
</tr>
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**TOTAL**

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