

**EXAMPLE 4**

**MONTHLY - LWOP**

You are the HR Program Coordinator for VP for Research. You are responsible for submitting personnel and budget amendment documents. The Business Manager sent you an email stating that the **Program Specialist II** will work **3.5 hours on February 23rd**, and will be on leave without pay the remainder of that day through **March 24, 2017**.

The department number is **900**. The position short title is **CLRMNXXA** and the job class code is **10391**. The current annual salary is **\$47,476**. The position is paid from account is **1011GH900000**,

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

Step 1				
Pay Periods				
# of months in Fiscal Year	X	1 pay check per month	=	Pay Periods in Fiscal Year
12		1		12

Step 2				
Monthly rate				
Annual Salary	/	# of Pay Periods in Fiscal Year	=	Monthly Rate or Rate per Pay Period
\$47,476		12		\$3,956.33

Step 3				
Position Budget				
Monthly Rate	X	# of full months worked (July-Jan & April-June)	=	Position Budget for Full Months
\$3,956.33		10		\$39,563

Step 3 Continued				
Position Budget				
Monthly Rate	/	# of working days in February	=	Daily Rate for February
\$3,956.33		20		\$197.82

Step 3 Continued				
Position Budget				
Daily Rate for February	X	# of days worked in February	=	Position Budget for February (2/1-2/22)
\$197.82		16		\$3,165.12

Step 3 Continued				
Position Budget				
Daily Rate for February	/	# of work hours per day	=	Hourly Rate for February
\$197.82		8		\$24.728

**EXAMPLE 4**

**MONTHLY - LWOP**

**Step 3 Continued**

Position Budget		
Hourly Rate for February	X # of hours worked on February 23rd	= Daily Rate for February 23rd
\$24.728	3.50	\$86.55

**Step 3 Continued**

Position Budget		
Position Budget for February (2/1-2/22)	+ Daily Rate for February 23rd	= Position Budget for February
\$3,165.12	\$86.55	\$3,251.67

**Step 3 Continued**

Position Budget		
Monthly Rate	/ # of working days in March	= Daily Rate for March
\$3,956.33	23	\$172.01

**Step 3 Continued**

Position Budget		
Daily Rate for March	X # of days worked in March	= Position Budget for March
\$172.01	5	\$860.05

**Step 3 Continued**

Position Budget			
Position Budget for (July-Jan & April-June)	+ Position Budget for February	+ Position Budget for March	= Position Budget
\$39,563	\$3,252	\$860	\$43,675

**Step 4**

EFT		
Position Budget	/ Annual Salary	= EFT
\$43,675	\$47,476	0.92000

**EMPLOYEE PERSONNEL REPORT**

**UNIVERSITY OF GEORGIA**

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
900551219	1 of 1	09/26/2016	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
<b>M</b>

UGA % TIME	ACTION MO DA YR
100 000	02 23 2017

(1) FULL BENEFITS

(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**

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	CLRMN	55A	07 01 16 00 0	06 30 17 08 0	10391	PROGRAM SPECIALIST II	1 00000	N	47476		

**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	MO DA YR HR	MO DA YR HR	
	900	CLRMN	55A	1011GH900000	0 92000	43675		07 01 16 00 0	02 01 17 00 0	03 01 17 00 0	04 01 17 00 0	
								01 31 17 08 0	02 28 17 08 0	03 31 17 08 0	06 30 17 08 0	
								3956 33	3251 67	860 05	3956 33	
								TOTALS	0 92000	43675		
									3956 33	3251 67	860 05	3956 33

**REASON CODES**

(N ) Leave Without Pay From: 2/23 @4.5 HRS To: 3/24/17

**REMARKS**

LWOP 2/23/17 @4.5 HRS - 3-24/17 - RETURNING TO WORK ON 3/27/17

Fed Retire: N

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
900551219	1 of 1	09/26/2016	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	CLRMN	55A	07 01 16 00 0	06 30 17 08 0	10391	PROGRAM SPECIALIST II	1 00000	N	47476		

**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					3801	+			3801
	900	CLRMN	55A	1011GH900000	51110	MONTHLY PAYROLL	1 00000	47476	0 08000	-	3801	-	0 92000		43675
<b>TOTALS</b>							1 00000	47476	0 08000	-			0 92000		47476

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

TRX	ACCOUNT	OBJECT	FUNDING SOURCE	CHANGE AMT	+/-
	1099GN364000	50000	PERSONAL SERVICES	3801	+
	1099GN364000	70000	CONTINGENCY-OPERATIN	3801	-
<b>TOTAL</b>					

REMARKS / REFERENCE

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