

**EXAMPLE 5**

**Monthly % Time Change**

You are the HR Program Coordinator for the School of Public and International Affairs (SPIA). You are responsible for submitting personnel and budget amendment documents. The Business Manager has sent you an email stating that the **Program Specialist II** who is currently at **100%** time, but is changing to **50%** time effective **October 1, 2016**.

The department number is **900**. The position short title is **CLRMNXXA** and job class code is **10391**. The annual salary is **\$47,476**. The position is paid from account is **1011GH900000**, object code **51110**.

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

**"A" Postion**

Step 1		
Pay Periods		
# of months in the Fiscal Year	/	1 pay check per month = Pay Period in Fiscal Year
12		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 for "A" Position		
Monthly Rate X	# of full months worked in Fiscal Year (July-Sept)	= Position Budget
\$3,956.33	3	\$11,869

Step 4		
EFT for "A" Position		
Position Budget	/	Annual Salary = EFT
\$11,869		\$47,476
		0.25000

**"B" Postion**

Step 1		
Pay Periods		
# of month in the Fiscal Year	/	1 pay check per month = Pay Period in Fiscal Year
12		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

**EXAMPLE 5**

**Monthly % Time Change**

<b>Step 3</b>			
<b>Position Budget for "B" position</b>			
<b>Monthly Rate</b>	<b>X</b>	<b>Percent Time</b>	<b>= Monthly Rate</b>
<b>\$3,956.33</b>		<b>0.50000</b>	<b>\$1,978.17</b>

<b>Step 3 Continued</b>			
<b>Position Budget for "B" position</b>			
<b>Monthly Rate</b>	<b>X</b>	<b># of full months worked (Oct.-June)</b>	<b>= Position Budget</b>
<b>\$1,978.17</b>		<b>9</b>	<b>\$17,804</b>

<b>Step 4</b>			
<b>EFT for "B" Position</b>			
<b>Position Budget</b>	<b>/</b>	<b>Annual Salary</b>	<b>= EFT</b>
<b>\$17,804</b>		<b>\$47,476</b>	<b>0.37500</b>

**EMPLOYEE PERSONNEL REPORT**

**UNIVERSITY OF GEORGIA**

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
900551222	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	10/01/2016

(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	09 30 16 08 0	10391	PROGRAM SPECIALIST II	1 00000	N	47476		
	900	CLRMN	55B	10 01 16 00 0	06 30 17 08 0	10391	PROGRAM SPECIALIST II	0 50000	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
	900	CLRMN	55A	1011GH900000	0 25000	11869			07 01 16 00 0	10 01 16 00 0
	900	CLRMN	55B	1011GH900000	0 37500	17804			09 30 16 08 0	06 30 17 08 0
								3956 33		
										1978 17
<b>TOTALS</b>					<b>0 62500</b>	<b>29673</b>			<b>3956 33</b>	<b>1978 17</b>

**REASON CODES**

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

**REMARKS**

Fed Retire: N

**EXAMPLE 5 - MONTHLY % TIME CHANGE**

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
900551222	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	09 30 16 08 0	10391	PROGRAM SPECIALIST II	1 00000	N	47476		
	900	CLRMN	55B	10 01 16 00 0	06 30 17 08 0	10391	PROGRAM SPECIALIST II	0 50000	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					17803	+			17803
	900	CLRMN	55A	1011GH900000	51110	MONTHLY PAYROLL	1 00000	47476	0 75000	-	35607	-	0 25000		11869
	900	CLRMN	55B	1011GH900000	51110	MONTHLY PAYROLL			0 37500	+	17804	+	0 37500		17804
<b>TOTALS</b>							1 00000	47476	0 37500	-			0 62500		47476

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

TRX	ACCOUNT	OBJECT	FUNDING SOURCE	CHANGE AMT	+-
	1099GN364000	50000	PERSONAL SERVICES	17803	+
	1099GN364000	70000	CONTINGENCY-OPERATIN	17803	-
<b>TOTAL</b>					

REMARKS / REFERENCE

**EXAMPLE 5 - MONTHLY % TIME CHANGE**