

EXAMPLE 7

MONTHLY - Separation with Annual Leave

You are the Business Manager for the College of Pharmacy. You are responsible for submitting personnel and budget amendment documents. The Administrative Financial Director has notified you that the **Program Specialist II** is leaving the University effective **6/30/2016**. You will need to process a personnel to remove the employee from the **FY17 Budget**. The employee has **360 hours (45 days) of accrued leave** that cannot be paid in the **FY16 Budget** because the department does not have enough money. Therefore, the accrued leave will have to be paid from the **FY17 Budget**.

The department number is **900**. The employee was put in during **FY17 Budget Development** with an annual salary of **\$47,476**. The position short title is **CLRMNXXA** and the accrued leave short title for is **ALCLML A**. Only the employee's information needs to be removed from the position. The budget will remain in the position. The accrued leave is paid from account **1011GH900000**, object code **51110**.

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		12
<hr/>		<hr/>

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
<hr/>		<hr/>

Step 3		
Position Budget		
Monthly Rate or Rate per Pay Period	X	# of full months (July-Aug) 44 days = Position Budget
\$3,956.33		2 = \$7,912.66
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Step 3 continued		
Position Budget		
Monthly Rate or Rate per Pay Period	/	# of working days for Sept = Daily Rate for Sept
\$3,956.33		22 = \$179.83
<hr/>		<hr/>

Step 3 continued		
Position Budget		
Daily Rate for Sept	X	Remaining Leave (Sept) 1 day = Positon Budget (Sept)
\$179.83		1 = \$179.83
<hr/>		<hr/>

Step 3 continued		
Position Budget		
Position Budget (July & Aug)	+	Position Budget (Sept) = Position Budget
\$7,912.66		\$179.83 = \$8,092
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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
<hr/>		<hr/>		<hr/>

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
<hr/>		<hr/>		<hr/>

Step 3				
Position Budget				
Monthly Rate or Rate per Pay Period	X	# of full months (July-Aug) 44 days	=	Position Budget
\$3,956.33		2		\$7,912.66
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Step 3 continued				
Position Budget				
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\$3,956.33		22		\$179.83
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Step 3 continued				
Position Budget				
Daily Rate for Sept	X	Remaining Leave (Sept) 1 day	=	Positon Budget (Sept)
\$179.83		1		\$179.83
<hr/>		<hr/>		<hr/>

Step 3 continued				
Position Budget				
Position Budget (July & Aug)	+	Position Budget (Sept)	=	Position Budget
\$7,912.66		\$179.83		\$8,092
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EMPLOYEE PERSONNEL REPORT

UNIVERSITY OF GEORGIA

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
900551226	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	COUNTY
		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
M

UGA % TIME	ACTION MO DA YR
100 000	07 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
 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	CLRMN	55A	07 01 16 00 0	07 01 16 00 0	10391	PROGRAM SPECIALIST II	1 00000	N	47476		
	900	ALCLM	L A	07 01 16 00 0	09 01 16 08 0		ACCRUED LEAVE	0 00000		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
	900	CLRMN	55A	1011GH900000			07 01 16 00 0	07 01 16 00 0	09 01 16 00 0
	900	ALCLM	L A	1011GH900000	8092		07 01 16 00 0	08 31 16 08 0	09 01 16 08 0
TOTALS								3956 33	179 83

REASON CODES

(P) Termination MOVING OUT OF STATE

REMARKS

Fed Retire: N

EXAMPLE 7 - MONTHLY SEPARATION W/ ACCRUED LEAVE

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
900551226	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	07 01 16 00 0	10391	PROGRAM SPECIALIST II	1 00000	N	47476		
	900	ALCLM	L A	07 01 16 00 0	09 01 16 08 0		ACCRUED LEAVE	0 00000		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				8092-		-8092
	900	ALCLM	L A	1011GH900000	51110	MONTHLY PAYROLL				8092+		8092
TOTALS												

FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)

TRX	ACCOUNT	OBJECT	FUNDING SOURCE	CHANGE AMT	+-
	1099GN364000	50000	PERSONAL SERVICES	8092	-
	1099GN364000	70000	CONTINGENCY-OPERATIN	8092	+
			TOTAL		

REMARKS / REFERENCE

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