

EXAMPLE 8

ACADEMIC-LWOP

You are the Budget Analyst for the Terry College of Business. You are responsible for submitting personnel and budget amendment documents. The Administrative Financial Director sent you an email stating that the **Assistant Research Scientist** is on medical leave starting **January 2, 2017** and will return to work on **March 6, 2017**

The department number is **900**. The position short title is **RSHASXXA** and the job class code is **44030**. The current annual salary is **\$70,000**. The position is paid **50%** from account **1011GH900000** and **50%** from account **1026GR900000**, using object code **51112**.

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

Step 1		
Pay Periods		
Annual Salary	/	# of Pay Period in Academic Year
	=	Full Time Monthly Rate
\$70,000		10
		\$7,000

Step 2		
Position Budget for Fall semester		
Full Time Monthly Rate	x	# of Pay Period for Fall Semester
	=	Position Budget for Fall Semester
\$7,000		5
		\$35,000

Step 3		
Position Budget for Spring semester		
Full time Monthly Rate	x	# of Pay Period for Spring Semester
	=	Position Budget for Spring Semester
\$7,000		5
		\$35,000

Step 3 continued		
Position Budget for Spring semester		
Position Budget for Spring Semester	/	# of days for Spring Semester
	=	Daily Rate
\$35,000		90
		\$388.89

Step 3 continued		
Position Budget for Spring semester		
Daily Rate	x	# of days worked
	=	Adjusted Position Budget
\$388.89		45
		\$17,500.00

Step 3 continued		
Position Budget for Spring semester		
Adjusted Position Budget	-	Full time Monthly Rate (May)
	=	Remaining Position Budget
\$17,500.00		\$7,000.00
		\$10,500.00

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Step 3 continued

Position Budget for Spring semester		
Remaining Position Budget	- Full time Monthly Rate (April)	= Prorated Position Budget (March)
\$10,500.00	\$7,000.00	\$3,500.00

Step 3 continued

Position Budget for Spring semester		
Prorated Position Budget for March	+ Full time Monthly Rate for April & May	= Position Budget for Spring Semester
\$3,500.00	\$14,000	\$17,500

Step 3 continued

Position Budget		
Position Budget for Fall Semester	+ Position Budget for Spring Semester	= Position Budget
\$35,000	\$17,500	\$52,500

Step 4

EFT		
Position Budget	/ Annual Salary	= EFT
\$52,500	\$70,000	0.75000

Step 4 continued

EFT for Fall semester		
EFT	x Academic Multiplier	= EFT
0.75000	0.75000	0.56300

EMPLOYEE PERSONNEL REPORT

UNIVERSITY OF GEORGIA

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
900550030	1 of 1	08/09/2016	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
A

UGA % TIME	ACTION MO DA YR
100 000	08/05/2016

(1) FULL BENEFITS

(E) EXEMPT (N) NON-EXEMPT (T) TIPPED

(M) MALE (S) SINGLE (Y) FACULTY RANK 44030

(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	RSHAS	55A	08 05 16 00 0	12 16 16 08 0	44030	ASSISTANT RESEARCH SCIENTIST	1 00000	A	70000		
	900	RSHAS	55A	01 01 17 00 0	05 05 17 08 0	44030	ASSISTANT RESEARCH SCIENTIST	1 00000	A	70000		

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	RSHAS	55A	1011GH900000	0 28100	26250		08 05 16 00 0	03 01 17 00 0	04 01 17 00 0
	900	RSHAS	55A	1026GR900000	0 28100	26250		12 16 16 08 0	03 31 17 08 0	05 05 17 08 0
TOTALS								7000 00	3500 00	7000 00

REASON CODES

(N) Leave Without Pay From: 1/2/17 To: 3/3/17

REMARKS

Fed Retire: N

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
900550030	1 of 1	08/09/2016	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	RSHAS	55A	08 05 16 00 0	12 16 16 08 0	44030	ASSISTANT RESEARCH SCIENTIST	1 00000	A	70000		
	900	RSHAS	55A	01 01 17 00 0	05 05 17 08 0	44030	ASSISTANT RESEARCH SCIENTIST	1 00000	A	70000		

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
	900	RSHAS	55A	1011GH900000	51112	ACADEMIC PAYROLL			0 28100	+	26250	+	0 28100		26250
	900	RSHAS	55A	1026GR900000	51112	ACADEMIC PAYROLL			0 28100	+	26250	+	0 28100		26250
	900	STUWK	L A	1011GH900000	51200	STUDENT ASSISTANTS		-64574	2 49200	-	52500	-	-2 49200		-117074
TOTALS								-64574	1 93000	-			-1 9300		-64574

FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)

TRX	ACCOUNT	OBJECT	FUNDING SOURCE	CHANGE AMT	+-	REMARKS / REFERENCE

EXAMPLE 8 - ACADEMIC LWOP