

EXAMPLE 6

MONTHLY - NEW HIRE - MULTIPLE ACCOUNTS

You are the Business Manager II in the College of Pharmacy and you are responsible for submitting personnel and budget amendment documents. The Administrative Financial Director has notified you that he has hired a new full time **Laboratory Technician III** and needs you to process the personnel document first thing this morning. The new employee will start on **January 30, 2017** and the annual salary is **\$47,476**.

The department number is **900**. The position short title is **CLRMNXXA** and the job class code is **11006**. The employee's pay will be paid **2/3rd** time from account **1011GH900000** and **1/3rd** time from account **1026GR900000**, 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		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 for 1011GH900000 (2/3rds)		
Monthly Rate	X	% Paid from Account = Monthly Rate
\$3,956.33		0.66667 = \$2,637.57

Step 3 continued		
Partial Month for 1011GH900000		
Monthly Rate	/	# of working days in January = Daily Rate
\$2,637.57		22 = \$119.89

Step 3 continued		
Partial Budget for 1011GH900000		
Daily Rate	X	# of days worked in January = Position Amount for January (Partial Month)
\$119.89		2 = \$239.78

Step 3 continued		
Position Budget for 1011GH900000		
Monthly Rate	X	Feb - June = Position Budget (Full Months)
\$2,637.57		5 = \$13,188

EXAMPLE 6

MONTHLY - NEW HIRE - MULTIPLE ACCOUNTS

Step 3 continued

Position Budget for 1026GR900000 (1/3rd)

Monthly Rate	X	% Pay from Account	=	Monthly Rate
\$3,956.33		0.33333		\$1,318.76

Step 3 continued

Partial Month for 1026GR900000

Monthly Rate	/	# of working days in January	=	Daily Rate
\$1,318.76		22		\$59.94

Step 3 continued

Partial Month for 1026GR900000

Daily Rate	X	# of days worked in January	=	Position Amount for January (Partial Month)
\$59.94		2		\$119.88

Step 3 continued

Position Budget 1026GR900000

Monthly Rate	X	Feb - June	=	Position Budget (Full Months)
\$1,318.76		5		\$6,594

Step 3 continued

Position Budget for 1011GH900000

January	+	Feb - June	=	Position Budget
\$239.78		\$13,188		\$13,428

Step 3 continued

Position Budget for 1026GR900000

January	+	Feb - June	=	Position Budget
\$119.88		\$6,594.00		\$6,714

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Step 3 continued

Total Position Budget Calculation

Budget for 1011GH900000	+	Budget for 1026GR900000	=	Position Budget
\$13,428		\$6,714		\$20,142

Step 4

EFT

Budget for 1011GH900000	/	Annual Salary	=	EFT
\$13,428		\$47,476		0.28300

Step 4 Continued

EFT

Budget for 1026GR900000	/	Annual Salary	=	EFT
\$6,714		\$47,476		0.14100

Step 4 Continued

EFT

EFT for 101GH900000	+	EFT for 1026GR900000	=	EFT
0.28300		0.14100		0.42400

EMPLOYEE PERSONNEL REPORT

UNIVERSITY OF GEORGIA

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
900571223	1 of 1	09/26/2016	17	7065426956	
DEPARTMENT / PROJECT			PRI DEPT	HIGH DEGREE	INSTITUTION
BUDGET DEPARTMENT			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
		7065426956	United States	Y	
HOME CITY	STATE	ZIP + 4	UNIVERSITY BLDG. NAME	BLDG NO/FLOOR/RM	
			BUSINESS SERVICES	0110 / 0226	

UGA EMPLOYMENT HISTORY
 (C) CURRENT (P) PREVIOUS
 DATE / /

PAY TYPE
M

UGA % TIME	ACTION MO DA YR
100 000	01/30/2017

(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
 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	57A	01 30 17 00 0	06 30 17 08 0	11006	LABORATORY TECHNICIAN III	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
	900	CLRMN	57A	1011GH900000	0 28300	13428	01 30 17 00 0	02 01 17 00 0
	900	CLRMN	57A	1026GR900000	0 14100	6714	01 31 17 08 0	06 30 17 08 0
								239 78
								119 89
								359 67
								2637 57
								1318 76
								3956 33
				TOTALS	0 42400	20142		

REASON CODES

(A) New UGA Employee
 (E) Appointment to New Position

REMARKS

I-PAWS ACTION # 012345

Fed Retire: N

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
900571223	1 of 1	09/26/2016	17	BUDGET DEPARTMENT
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	57A	01 30 17 00 0	06 30 17 08 0	11006	LABORATORY TECHNICIAN III	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
	900	CLRMN	57A	1011GH900000	51110	MONTHLY PAYROLL			0 28300	+	13428	+	0 28300	13428
	900	CLRMN	57A	1026GR900000	51110	MONTHLY PAYROLL			0 14100	+	6714	+	0 14100	6714
	900	LBCLR	L A	1011GH900000	51130	HOURLY BI-WEEKLY	-1 82600	-48226	0 50900	-	13428	-	-2 33500	-61654
	900	STUWK	L A	1026GR900000	51200	STUDENT ASSISTANTS			0 31900	-	6714	-	-0 31900	-6714
TOTALS							-1 8260	-48226	0 40400	-			-2 2300	-48226

FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)

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

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