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 she has hired a full time Administrative Assistant I and needs you to process a personnel and budget amendment. The new employee is starting July 18, 2016 with an annual salary of $25,000.

The department number is 900. The position short title is CLRTCXXA, job class code is 00093 and the account number is 1011GH900000, object code 51120.

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

**Step 1**
Work hours in the current fiscal year

<table>
<thead>
<tr>
<th># of work days in Fiscal Year</th>
<th># of work hours per day</th>
<th># of work hours in Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>261</td>
<td>8</td>
<td>2,088</td>
</tr>
</tbody>
</table>

**Step 2**
Hourly rate

\[
\text{Hourly Rate} = \frac{\text{Annual Salary}}{\text{# of work hours in Fiscal Year}}
\]

<table>
<thead>
<tr>
<th>Annual Salary</th>
<th># of work hours in Fiscal Year</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25,000</td>
<td>2,088</td>
<td>$11.973</td>
</tr>
</tbody>
</table>

**Step 3**
Position Budget

<table>
<thead>
<tr>
<th># of days to be worked in Fiscal Year (7/18-6/30)</th>
<th># of work hours per day</th>
<th>Total # of hours worked in Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>250</td>
<td>8</td>
<td>2,000</td>
</tr>
</tbody>
</table>

**Step 3 Continued**
Position Budget

\[
\text{Position Budget} = \text{Total # of hours worked in Fiscal Year} \times \text{Hourly Rate}
\]

<table>
<thead>
<tr>
<th>Total # of hours worked in Fiscal Year</th>
<th>Hourly Rate</th>
<th>Position Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,000</td>
<td>$11.973</td>
<td>$23,946</td>
</tr>
</tbody>
</table>

**Step 4**
EFT

\[
\text{EFT} = \frac{\text{Position Budget}}{\text{Annual Salary}}
\]

<table>
<thead>
<tr>
<th>Position Budget</th>
<th>Annual Salary</th>
<th>EFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$23,946</td>
<td>$25,000</td>
<td>0.95800</td>
</tr>
</tbody>
</table>
### Employee Personnel Report

**University of Georgia**

**Document No.:** 900570001  
**Page:** 1 of 1  
**Date:** 12/21/2015  
**Phone:** 7065426956

**Department:** PRI DEPT  
**High Degree:** INSTITUTION  
**Institution:** YEAR

### Budget Division

- **Division:** 027
- **Last Name:** CALDWELL
- **First Name/Initial:** REBECCA
- **Middle Name/Initial:** SUSANNE
- **Suffix:**
- **Home Street or Route No. (Line 1):** 38 BOB WHITE ROAD
- **Non-Work Phone:** 7062075645
- **Citizen of:** United States
- **State:** GA
- **Zip + 4:** 30628
- **Business Services:** 0110 / 0226

### Payroll History

- **Pay Type:** S
- **Number of Pay Periods:** 1
- **Payroll Period:** 07/18/2016

### Payroll Authorization

- **From:** 07/18/2016
- **Thru:** 06/30/2017
- **Amount Per Pay Period/Hourly Rate:** 09/5800 23946
- **Budget:** 1011GH900000

### Payroll Payment Distribution

- **Department Distribution Code:** 100

### Example 1 - Salaried Bi-Weekly New Hire

- **Job Class Code:** CLRTC 57A
- **Position Title:** ADMINISTRATIVE ASSISTANT I
- **Salary:** 100000
- **Supplement Amount:** 25000

---

**Reason Codes**

- (E) Appointment to New Position

**Remarks**

- I-PAWS ACTION # XXXX
- Fed Retire: N

---

**Example 1 - Salaried Bi-Weekly New Hire**
### UNIVERSITY OF GEORGIA BUDGET AMENDMENT

<table>
<thead>
<tr>
<th>TRX</th>
<th>HOME</th>
<th>SHORT TITLE</th>
<th>POSN NO</th>
<th>ACCOUNT</th>
<th>OBJECT</th>
<th>DESCRIPTION</th>
<th>CURRENT BUDGET</th>
<th>CHANGE EFT</th>
<th>CHANGE AMT</th>
<th>REVISED EFT</th>
<th>REVISED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>900</td>
<td>CLRTC</td>
<td>57A</td>
<td>1011GH900000</td>
<td>51120</td>
<td></td>
<td>SALARIED BI-WEEKLY</td>
<td>0</td>
<td>95800</td>
<td>+</td>
<td>23946</td>
<td>0</td>
</tr>
<tr>
<td>900</td>
<td>LBCLR</td>
<td>LA</td>
<td>1011GH900000</td>
<td>51130</td>
<td></td>
<td>HOURLY BI-WEEKLY</td>
<td>23946</td>
<td>-</td>
<td>-23946</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>OBJECT</th>
<th>FUNDING SOURCE</th>
<th>CHANGE AMT</th>
<th>REMARKS / REFERENCE</th>
</tr>
</thead>
</table>

**EXAMPLE 1 - SALARIED BI-WEEKLY NEW HIRE**