

EXAMPLE 1

SALARIED BI-WEEKLY - NEW HIRE

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

# of work days in Fiscal Year	X	# of work hours per day	=	# of work hours in Fiscal Year
261		8		2,088

Step 2

Hourly rate

Annual Salary	/	# of work hours in Fiscal Year	=	Hourly Rate
\$25,000		2,088		\$11.973

Step 3

Position Budget

# of days to be worked in Fiscal Year (7/18-6/30)	X	# of work hours per day	=	Total # of hours worked in Fiscal Year
250		8		2,000

Step 3 Continued

Position Budget

Total # of hours worked in Fiscal Year	X	Hourly Rate	=	Position Budget
2,000		\$11.973		\$23,946

Step 4

EFT

Position Budget	/	Annual Salary	=	EFT
\$23,946		\$25,000		0.95800

EMPLOYEE PERSONNEL REPORT

UNIVERSITY OF GEORGIA

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
900570001	1 of 1	12/21/2015	17	7065426956	
DEPARTMENT / PROJECT			PRI DEPT	HIGH DEGREE	INSTITUTION
BUDGET DIVISION			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 / / 0226	

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

PAY TYPE
S

UGA % TIME	ACTION MO DA YR
100 000	07 18 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				COOP. EXT. EMPLOYEES ONLY		PAYROLL PAYMENT DISTRIBUTION	
FED EXM	STATE EXM	OASDI	RETIRE	GDCP	COUNTY MONEY (PER PAY PERIOD)	UGA SALARY	<input checked="" type="checkbox"/> (1) DEPARTMENT DISTRIBUTION CODE 100
		HI	EIC			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	CLRTC	57A	07 18 16 00 0	06 30 17 08 0	00093	ADMINISTRATIVE ASSISTANT I	1 00000	N	25000		

PAYROLL AUTHORIZATION				FISCAL YEAR		FROM THRU		MO DA YR HR	
TRX	HOME DEPT	SHORT TITLE	POSN NO.	EFT	BUDGET	AMOUNT PER PAY PERIOD /	HOURLY RATE		
	900	CLRTC	57A	10 11 GH900000	0 95800	23946			
TOTALS				0 95800	23946				

REASON CODES
 (E) Appointment to New Position

REMARKS
 I-PAWS ACTION # XXXXXX
 Fed Retire: N

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DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
900570001	1 of 1	12/21/2015	17	BUDGET DIVISION
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	CLRTC	57A	07 18 16 00 0	06 30 17 08 0	00093	ADMINISTRATIVE ASSISTANT I	1 00000	N	25000		
	900	LBCLR	LA				CLERICAL & TECHNICAL-REGULAR	0 00000				

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	CLRTC	57A	1011GH900000	51120	SALARIED BI-WEEKLY			0 95800+	23946+	0 95800	23946
	900	LBCLR	LA	1011GH900000	51130	HOURLY BI-WEEKLY				23946-		-23946
TOTALS									0 95800+		0 95800	

FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)

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

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