

## EXAMPLE 2

### SALARIED BI-WEEKLY - SEPARATION

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 stopped by your office to let you know that her **Administrative Assistant I** resigned effective **January 17, 2017** with an annual salary **\$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 worked in Fiscal Year (7/18-1/17)	X	# of work hours per day	=	Total # of hours worked in Fiscal Year
132		8		1,056

#### Step 3 Continued

##### Position Budget

Total # of hours worked in Fiscal Year	X	Hourly Rate	=	Position Budget
1,056		\$11.973		\$12,643

#### Step 4

##### EFT

Position Budget	/	Annual Salary	=	EFT
\$12,643		\$25,000		0.50600

**EMPLOYEE PERSONNEL REPORT**

**UNIVERSITY OF GEORGIA**

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
900550023	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	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  
**S**

UGA % TIME	ACTION MO DA YR
100 000	01 17 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

<b>FOR PAYROLL DEPT USE ONLY</b>				<b>COOP. EXT. EMPLOYEES ONLY</b>		<b>PAYROLL PAYMENT DISTRIBUTION</b>	
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	55A	07 18 16 00 0	01 17 17 08 0	00093	ADMINISTRATIVE ASSISTANT I	1 00000	N	25000		

**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
	900	CLRTC	55A	1011GH900000	0 50600	12643			07 18 16 00 0 01 17 17 08 0 11 973
<b>TOTALS</b>					<b>0 50600</b>	<b>12643</b>			

**REASON CODES**  
 (P ) Termination MOVING OUT OF STATE

**REMARKS**  
 Fed Retire: N

**EXAMPLE 2 - SALARIED BI-WEEKLY SEPARATION**

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
900550023	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	CLRTC	55A	07 18 16 00 0	01 17 17 08 0	00093	ADMINISTRATIVE ASSISTANT I	1 00000	N	25000		
	900	CLRTC	55B	01 18 17 00 0		00093	ADMINISTRATIVE ASSISTANT I	0 00000	N	25000		

**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	55A	1011GH900000	51120	SALARIED BI-WEEKLY	0 95800	23946	0 45200	-	11303	-	0 50600		12643
	900	CLRTC	55B	1011GH900000	51120	SALARIED BI-WEEKLY			0 45200	+	11303	+	0 45200		11303
<b>TOTALS</b>							<b>0 95800</b>	<b>23946</b>					<b>0 95800</b>		<b>23946</b>

**FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)**

TRX	ACCOUNT	OBJECT	FUNDING SOURCE	CHANGE AMT	+-

REMARKS / REFERENCE

**EXAMPLE 2 - SALARIED BI-WEEKLY SEPARATION**