

**EXAMPLE 5**

**MONTHLY - SEPARATION**

You are the Business Affairs Manager for the College of Arts and Sciences Business Office. You are responsible for submitting personnel and budget amendment documents. The office manager from the Chemistry Department called to let you know that their Laboratory Technician III has resigned effective **January 25, 2017** with an annual salary of **\$47,476**.

The department number is **900**. The position short title is **CLRMNXXA**, job class code is **11006** and the account number is **1011GH900000**, 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		
Monthly Rate	/ # of working days in August	= Daily Rate for August
\$3,956.33	23	\$172.01

Step 3 continued		
Position Budget		
Daily Rate for August	X # of days worked in August	= Position Monthly Amount for August
\$172.01	8	\$1,376.08

Step 3 continued		
Position Budget		
Monthly Rate	/ # of working days in January	= Daily Rate for January
\$3,956.33	22	\$179.83

Step 3 continued		
Position Budget		
Daily Rate for January	X # of days worked in January	= Position Monthly Amount for January
\$179.83	18	\$3,236.94

**EXAMPLE 5**

**MONTHLY - SEPARATION**

Step 3 continued				
Position Budget				
Monthly Rate	X	# of full months worked in Fiscal Year	=	Position Budget for Full months (Sept - Dec)
\$3,956.33		4		\$15,825

Step 3 continued				
Position Budget				
Position Budget for Full months	+	Position Budget for (Aug & Jan)	=	Position Budget
\$15,825		\$4,613		\$20,438

Step 4				
EFT				
Position Budget	/	Annual Salary	=	EFT
\$20,438		\$47,476		0.43000

**EMPLOYEE PERSONNEL REPORT**

**UNIVERSITY OF GEORGIA**

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
900571221	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
			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 25 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	08 22 16 00 0	01 25 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	MO DA YR HR	MO DA YR HR	MO DA YR HR
	900	CLRMN	57A	1011GH900000	0 43000	20438		08 22 16 00 0	09 01 16 00 0	01 01 17 00 0
								08 31 16 08 0	12 31 16 08 0	01 25 17 08 0
								1376 12	3956 33	3236 94
								1376 12	3956 33	3236 94
				TOTALS	0 43000	20438				

**REASON CODES**

(P ) Termination MOVING OUT OF STATE

**REMARKS**

Fed Retire: N

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
900571221	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	08 22 16 00 0	01 25 17 08 0	11006	LABORATORY TECHNICIAN III	1 00000	N	47476		
	900	CLRMN	57B	02 01 17 00 0		11006	LABORATORY TECHNICIAN III	0 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 86200	40939	0 43200	-	20501	-	0 43000		20438
	900	CLRMN	57B	1011GH900000	51110	MONTHLY PAYROLL			0 43200	+	20501	+	0 43200		20501
<b>TOTALS</b>							<b>0 86200</b>	<b>40939</b>					<b>0 86200</b>		<b>40939</b>

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

TRX	ACCOUNT	OBJECT	FUNDING SOURCE	CHANGE AMT	+-

**REMARKS / REFERENCE**