

## Non-US Employee (NUSEM) document instructions

(revised 9-11-15)

1. When you create the document use the short title of NUSEM for Non-US Employee, you can enter a position number. (Example: 024 NUSEM 01A)

| Position |       |    |   | Position Title       |
|----------|-------|----|---|----------------------|
| 024      | NUSEM | 01 | A | PART-TIME INSTRUCTOR |

2. On the Employee Information:
  - a. Wage Type must be Exempt
  - b. Payroll Status must be Non-Benefits Eligible
  - c. UGA Percent Time
  - d. Visa Code **must** be NUSEM (on the personnel form Visa will show as ZZ)

| Employee Detail: |            |             |        |          |         |
|------------------|------------|-------------|--------|----------|---------|
| Last Name        | First Name | Middle Name | Suffix | Birthday | Visa    |
| CRICKET          | JIMINY     |             |        |          | NUSEM ▾ |

| Employment History | Employment History Date | Payroll Status          | UGA % Time | Wage Type |
|--------------------|-------------------------|-------------------------|------------|-----------|
| ▾                  |                         | Not Benefits Eligible ▾ | 33.333     | Exempt ▾  |

3. On the Filled Position:
  - a. Appointment Dates
  - b. Percent Time
  - c. Contract Code
  - d. Job Class Code (example 55033-Part-Time Instructor)
  - e. Faculty Rank
  - f. Salary Dates and Annual Salary
  
4. On Payroll Authorization page:
  - a. Object Code
  - b. Account Number
  - c. Pay Auth Dates
  - d. Pay Auth Rate use amount to be paid each month

| Account      | Object Code | Current EFT | Current Budget | Change EFT | Change Amount | Revised EFT | Revised Budget | Pay Auth 1 From Date/Hr To Date/Hr Rate |
|--------------|-------------|-------------|----------------|------------|---------------|-------------|----------------|---|
| 1062GA024000 | 51110       | 0.00000     | 0              | 0.11100    | 6667          | 0.11100     | 6667           | 09/01/2015                              |
|              |             |             |                |            |               |             |                | 12/31/2015                              |
|              |             |             |                |            |               |             |                | 8                                       |
|              |             |             |                |            |               |             |                | 1666.65                                 |
|              |             |             |                |            |               |             |                | <input type="checkbox"/> BP             |

5. On Reason Code page:
  - a. Choose appropriate reason code
  
6. On Budget Amendment page:
  - a. A budget amendment IS required with this personnel
  
7. Example of personnel:

| EMPLOYEE PERSONNEL REPORT         |           |             |          |                         |                        |                       |   |                  |                    | UNIVERSITY OF GEORGIA         |            |   |                         |      |  |               |            |      |                 |  |
|-----------------------------------|-----------|-------------|----------|-------------------------|------------------------|-----------------------|---|------------------|--------------------|-------------------------------|------------|---|-------------------------|------|--|---------------|------------|------|-----------------|--|
| DOCUMENT NO.                      |           | PAGE        |          | DATE                    |                        | FY                    |   | DEPARTMENT PHONE |                    | COLLEGE OR DIVISION           |            | UGA EMPLOYMENT HISTORY  |                         |      |  |               | PAY TYPE   |      |                 |  |
| 024570016                         |           | 1 of 1      |          | 09/11/2015              |                        | 16                    |   | 7065422802       |                    |                               |            | <input type="checkbox"/> (C) CURRENT <input type="checkbox"/> (P) PREVIOUS<br>DATE __/__/   |                         |      |  |               | M          |      |                 |  |
| DEPARTMENT / PROJECT              |           |             |          | PRI DEPT                |                        | HIGH DEGREE           |   | INSTITUTION      |                    | YEAR                          |            | <input checked="" type="checkbox"/> (3) NOT BENEFITS ELIGIBLE<br><input checked="" type="checkbox"/> (E) EXEMPT <input type="checkbox"/> (N) NON-EXEMPT <input type="checkbox"/> (T) TIPPED<br><input checked="" type="checkbox"/> (M) MALE <input checked="" type="checkbox"/> (S) SINGLE <input checked="" type="checkbox"/> (Y) FACULTY RANK <u>55033</u><br><input type="checkbox"/> (F) FEMALE <input type="checkbox"/> (M) MARRIED <input type="checkbox"/> (N) NON-FACULTY<br><input type="checkbox"/> HISPANIC OR LATINO/A<br><input type="checkbox"/> WHITE <input type="checkbox"/> AFRICAN AMERICAN <input type="checkbox"/> ASIAN<br><input type="checkbox"/> AMERICAN INDIAN/ALASKA NATIVE <input type="checkbox"/> NATIVE HAWAIIAN/OTH PAC ISLAND |                         |      |  |               | UGA % TIME |      | ACTION MO DA YR |  |
| BUDGET DIVISION                   |           |             |          | 024                     |                        | PHD                   |   |                  |                    |                               |            |   |                         |      |  |               | 33 333     |      | 09/01/2015      |  |
| UGAID                             |           | LAST NAME   |          | FIRST NAME/INITIAL      |                        | MIDDLE NAME/ INITIAL  |   | SUFFIX           |                    |                               |            |   |                         |      |  |               |            |      |                 |  |
| 810999889                         |           | CRICKET     |          | JIMINY                  |                        |                       |   |                  |                    |                               |            |   |                         |      |  |               |            |      |                 |  |
| HOME STREET OR ROUTE NO. (LINE 1) |           |             |          | NON-WORK PHONE          |                        | BIRTH DATE            |   | SPOUSE'S NAME    |                    | CHAIR                         |            |   |                         |      |  |               |            |      |                 |  |
| 456 E. BROAD STREET               |           |             |          |                         |                        |                       |   |                  |                    |                               |            |   |                         |      |  |               |            |      |                 |  |
| HOME STREET OR ROUTE NO. (LINE 2) |           |             |          | UNIVERSITY PHONE        |                        | CITIZEN OF            |   | I-9 VISA         |                    | COUNTY                        |            |   |                         |      |  |               |            |      |                 |  |
|                                   |           |             |          |                         |                        | ZI                    |   | ZZ               |                    |                               |            |   |                         |      |  |               |            |      |                 |  |
| HOME CITY                         |           | STATE       |          | ZIP + 4                 |                        | UNIVERSITY BLDG. NAME |   | BLDG NO/FLOOR/RM |                    |                               |            |   |                         |      |  |               |            |      |                 |  |
| ATHENS                            |           | GA          |          | 30602                   |                        | FOREIGN               |   | 9998 / /         |                    |                               |            |   |                         |      |  |               |            |      |                 |  |
| FOR PAYROLL DEPT USE ONLY         |           |             |          |                         |                        |                       |   |                  |                    | COOP. EXT. EMPLOYEES ONLY     |            |   |                         |      | PAYROLL PAYMENT DISTRIBUTION   |               |            |      |                 |  |
| FED EXM                           |           | STATE EXM   |          | OASDI                   |                        | RETIRE                |   | GDCP             |                    | COUNTY MONEY (PER PAY PERIOD) |            |   |                         |      | <input checked="" type="checkbox"/><br>(1) DEPARTMENT DISTRIBUTION CODE <u>000</u> |               |            |      |                 |  |
|                                   |           |             |          | HI                      |                        | EIC                   |   |                  |                    |                               |            |   |                         |      | UGA SALARY ---<br>COUNTY MONEY ---<br>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  |               |            |      |                 |  |
|                                   | 024       | NUSEM       | 01A      | 09 01 15 0 0            | 12 31 15 8 0           | 55033                 | PART-TIME INSTRUCTOR                          |                  |                    |                               | 0 33333    | F   | 60000                   |      |  |               |            |      |                 |  |
| 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        |                               |            |   |                         |      |  |               |            |      |                 |  |
|                                   | 024       | NUSEM       | 01A      | 1062GA024000            | 0 11100                | 6667                  | 09 01 15 0 0<br>12 31 15 8 0                  |                  | 1666 65<br>1666 65 |                               |            |   |                         |      |  |               |            |      |                 |  |
| TOTALS                            |           |             |          |                         | 0 11100                | 6667                  | 1666 65                                       |                  |                    |                               |            |   |                         |      |  |               |            |      |                 |  |
| REASON CODES                      |           |             |          |                         |                        |                       |   |                  |                    |                               |            |   |                         |      |  |               |            |      |                 |  |
| (A ) New UGA Employee             |           |             |          |                         |                        |                       |   |                  |                    |                               |            |   |                         |      |  |               |            |      |                 |  |
| APPROVAL                          |           | DATE        |          | DEPT. HEAD              |                        | DATE                  |   | VICE PRESIDENT   |                    | DATE                          |            | BUDGET REVIEW   |                         | DATE |  | BUDGET OFFICE |            | DATE |                 |  |