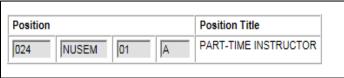
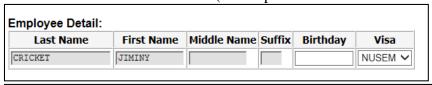
## Non-US Employee (NUSEM) document instructions

(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)



- 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)



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 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 PERSONNE	EL REPORT		UN	IVERSITY	OF GEORG	iΑ					
DOCUMENT NO. PAGE DA	TE FY	DEPARTMENT P	HONE	COLLEGE	E OR DIVISION		UGA EMPLOY	MENT HISTORY	′	PAY TY	PE
024570016 1 of 1 09	/11/2015 16	7065422802					(C) CURREN	IT (P) PREV	ious	М	
DEPARTMENT / PROJECT		PRI DEPT	HIGH DEG	REE INS	STITUTION	YEAR		ATE <u>//</u>		IVI	
BUDGET DIVISION		024	PHD								ACTION
UGAID LAST	NAME	FIRST NAME/IN	NITIAL	MIDDLE NA	ME/ INITIAL	SUFFIX	I (a) NOT DENE	EITO EI 10101 E			MO DA YR
810999889 CRIC	CKET	JIMINY					(3) NOT BENE				09/01/2015
HOME STREET OR ROUTE NO. (I	LINE 1)	NON-WORK PHO	NE BIRTH	DATE SPO	DUSE'S NAME	CHAIR	✓ (E) EXEMPT	☐ (N) NON-E	EXEMPT (T) T	IPPED	
456 E. BROAD STREET							✓ (M) MALE	√ (S) SINGL	E <b></b> ✓(Y) F	ACULTY RANK 550	33
HOME STREET OR ROUTE NO. (I	LINE 2)	UNIVERSITY PHO	NE CITIZE	EN OF	I-9 VISA	COUNTY	(F) FEMALE	(M) MARE	IED (N)	ION-FACULTY	
			ZI		ZZ		HISPANIC OR	LATINO/A			
HOME CITY	STATE	ZIP + 4 UN	NIVERSITY BLD	G. NAME	BLDG NO/FLO	DR/RM	WHITE	AFRICAN	AMERICAN	ASIAN	
ATHENS	GA	30602 F	OREIGN		9998 / /			_	_		
							_ L. AMERICAN IN	DIAN/ALASKA N	ATIVE   NATIVE	HAWAIIAN/OTH PA	AC ISLAND
FOR PAYROLL DEPT USE							EXT. EMPLOYEES	PAYROLL	PAYMENT DISTR	RIBUTION	
FED EXM STATE EXM	OASDI _	RETIRE_	GDCP_		ITY MONEY PAY PERIOD!	ONLY UGA SA	LADV	✓			
	— н	EIC		(FER I	FAT FERIOD,	COUNT		— (1) DEPAR	RTMENT DISTRIB	JTION CODE 000	
	_					MONEY		_			
						TOTAL		_			
											_
TRY HOME SHORT POSN A	APPT, BEGIN	APPT, END	JOB CLASS						FULL TIME	S SUPPLEMENT	
		MO DA YR HR			POSI	TION TITLE			ANNUAL SALARY	S SUPPLEMENT C AMOUNT	
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PAYROLL AUTHORIZATION	N										_
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024 NUSEM 01A 10	000000000000000000000000000000000000000	014440	0007	AMOUNT PER	12 31 15						
024 NUSEMU1A 10	062GA024000	0 1110	6667	PAY	16	66 65					
TOTAL	•	0 1110	0 6667	PERIOD /	40	COLOR					
IOIALS	3	0 1110	0007	HOURLY RATE	160	66 65					
DE4.00H 00DE0			<u> </u>	IVAIL							-
(A ) New UGA Employee											
V. 7 1.0 W G GA Employee											_
APPROVAL DATE	E DEPT.	HEAD	DATE	VICE PRESI	DENT DA	ATE E	SUDGET REVIEW	DATE	BUDGET OFFICE	DATE	