Payroll Authorization Frequently Asked Questions

What does the new page look like?
A sample of the new is located at the bottom of this page. (If you prepared summer school personnels you have already used the new page!)

Will the new page have an Entry List at the top of the page and an Entry Detail section for making changes?
No, the new program has just one section called Entry Detail. It lists all of the accounts and you can make changes in this section.

Will I be able to use more than 10 payroll accounts in the new program?
The new program will allow a total of fifty payroll authorization lines per document.

Will I need to make payroll authorization changes one account at a time like the current system requires?
The new program let's you work on all accounts for a position at one time.

Will I need to decide between Add and Modify to save my changes?
There is no Add or Modify button - there is just a Save button that is used any time you want to save your changes.

Are my changes saved as I work on each account?
You must click the Save button and get a message indicating that the information was saved successfully; otherwise your changes will not be saved.

Do I need to put my first pay authorization date in the column for Pay Auth 1?
There is no requirement to put pay authorization dates in the first pay auth column.

How do I delete an account from the payroll authorization?
The first column to the left of the account number is labeled 'del' for Delete. Click this button and you will be prompted to confirm that you wish to delete the account. If you select OK the account will be deleted.

Why isn't the delete button available for all accounts?
If the account exists in the UGA budget system for this position you cannot delete it. Instead the rates charged to this account need to be changed to zero, and this will zero out the budget for the account.

Is the new page available for all paytypes?
The new page is being made available one paytype at a time, in the following order: summer school, monthly, academic, salaried biweekly, and hourly.

Entry Detail

Save | Print

Calculation Method: System

Total Revised Eft: 0.310

Total Revised Budget: 9659

del	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	Pay Auth 2 From Date/Hr To Date/Hr Rate	Pay Auth 3 From Date/Hr To Date/Hr Rate
○	2521RH803010	51110	0.00000	0	0.13300	4148	0.13300	4148	07/01/2010 08/31/2010 8 2073.92 ☐ BP	 0.00 ☐ BP	 0.00 ☐ BP
○	2521RH803092	51110	0.00000	0	0.10000	3111	0.10000	3111	09/01/2010 09/30/2010 8 1555.44 ☐ BP	10/01/2010 06/30/2010 8 518.48 ☐ BP	 ☐ BP
○	1011GH803000	51110	0.00000	0	0.07700	2400	0.07700	2400	09/01/2010 09/30/2010 8 518.48 ☐ BP	10/01/2010 06/30/2010 8 1555.44 ☐ BP	 ☐ BP