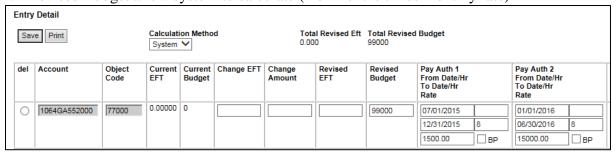# Graduate Fellowship (GRDFE) and Graduate Trainee (GRTRN) document instructions

1. When you create the document use the short title of GRDFE for Graduate Fellowship or GRTRN for Graduate Trainee grant, but use "L A" for the position number and occurrence. (Note that the Position department must be the same as the account paying the stipend.)

2. On the Employee Information:
   a. Wage Type must be Exempt
   b. Payroll Status must be Stipend Only
   c. UGA Percent Time must be ZERO – unless they hold another position

Employment History	Employment History Date	Payroll Status	UGA % Time	Wage Type
⌄		Stipend Only ⌄	0.0	Exempt ⌄

3. On the Filled Position:
   a. Appointment Dates use 07/01/XX to 06/30/XX
   b. Percent Time must be blank
   c. Contract Code must be blank
   d. Job Class Code – **19999** for GRDFE and **19998** for GRTRN
   e. Salary Dates and Annual Salary must be blank

4. On Payroll Authorization page:
   a. Object Code must be **77000**
   b. Account department number paying the stipend must the same as the Position department
   c. Pay Auth Dates use monthly dates 7-1 to 12-31 and 1-1 to 6-30
   d. Pay Auth Rate use amount to be paid each month
   e. Revised EFT must be zero
   f. Revised Budget allow system to calculate (# of months times monthly rate)

Entry Detail

Save Print

Calculation Method: System ⌄

Total Revised Eft: 0.000   Total Revised Budget: 99000

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
○	1064GA552000	77000	0.00000	0				99000	07/01/2015 12/31/2015 8 1500.00 ☐ BP	01/01/2016 06/30/2016 8 15000.00 ☐ BP

5. On Reason Code page:
    a. Choose reason code Q-other

6. On Budget Amendment page:
    a. Do NOT prepare a budget amendment with the personnel
    b. If a budget amendment is needed, then do a budget amendment ONLY document to move the money. Be sure to use object code 77000 with the GRDFE or GRTRN position.

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
552570043	1 of 1	08/07/2015	16	7065426763				☐ (C) CURRENT ☐ (P) PREVIOUS	M

DEPARTMENT / PROJECT — DEPARTMENTAL FINANCIAL SYSTEMS — PRI DEPT 552 — HIGH DEGREE — INSTITUTION — YEAR — DATE / /

UGAID	LAST NAME	FIRST NAME/INITIAL	MIDDLE NAME/ INITIAL	SUFFIX
810999889	CRICKET	JIMINY	P Y	

UGA % TIME 0|000 — ACTION MO DA YR 08/07/2015

☑ (5) STIPEND ONLY

HOME STREET OR ROUTE NO. (LINE 1) P O BOX 52 — NON-WORK PHONE — BIRTH DATE — SPOUSE'S NAME — CHAIR

☑ (E) EXEMPT ☐ (N) NON-EXEMPT ☐ (T) TIPPED
☑ (M) MALE ☑ (S) SINGLE ☐ (Y) FACULTY RANK

HOME STREET OR ROUTE NO. (LINE 2) — UNIVERSITY PHONE — CITIZEN OF: United States — I-9 VISA COUNTY

☐ (F) FEMALE ☐ (M) MARRIED ☑ (N) NON-FACULTY
☐ HISPANIC OR LATINO/A

HOME CITY	STATE	ZIP + 4	UNIVERSITY BLDG. NAME	BLDG NO/FLOOR/RM
ATHENS	GA	30601	BUSINESS SERVICES	0110 / / 00B22

☐ 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 000

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
	552	GRDFE	L A	07|01|15 0|0	06|30|16 8|0	19999	GRADUATE FELLOWSHIP	0|00000				

PAYROLL AUTHORIZATION

TRX	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR EFT	BUDGET			
	552	GRDFE	L A	1064GA552000		99000			
		TOTALS				99000			

FROM THRU: 07|01|15 0|0 — 01|01|16 0|0
AMOUNT PER PAY PERIOD / HOURLY RATE: 12|31|15 8|0 — 06|30|16 8|0
1500|00 — 15000|00
1500|00 — 15000|00

REASON CODES
(Q) Other GRADUATE FELLOWSHIP

APPROVAL ____ DATE ____ DEPT. HEAD ____ DATE ____ VICE PRESIDENT ____ DATE ____ BUDGET REVIEW ____ DATE ____ BUDGET OFFICE ____ DATE
APPROVAL ____ DATE ____ DEAN/DIRECTOR ____ DATE ____ FACULTY RECORDS ____ DATE ____ CONTRACTS & GRANTS ____ DATE ____ PERSONNEL ____ DATE