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

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)
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: