

# Instructions for Creating MCG/UGA Medical Partnership Personnel Using WebDFS

Modified 04/15/2010

1. When you create the document, use the short title XCEPT and “L A” for the position number and occurrence.
2. On the Employee Information page:
  - a. Select “MCG PTNSHP” for the Payroll Status

Employment History	Employment History Date	Payroll Status	UGA % Time	Wage Type
<input type="text"/>	<input type="text"/>	MCG PTNSHP	100.0	Exempt

3. On the Filled Position:
  - a. Leave the Position Percent Time blank
  - b. Appointment dates should be for only one fiscal year.
  - c. Select a Contract Code “N-Fiscal No Contract”.
  - d. Use Job Class Code 77930 – MCG/UGA MED PTNSHIP STAFF.
  - e. Position Title should be “MCG/UGA Medical Partnership”
  - f. MCG/UGA Medical Partnership positions with short title XCEPT will not have Faculty Rank.
  - g. Leave Salary Begin Date, Salary End Date and Salary Amount blank
4. On the Payroll Authorization page:
  - a. Key in an account and object code.  
[http://www.busfin.uga.edu/budget\\_div/BAInstrcontract.pdf](http://www.busfin.uga.edu/budget_div/BAInstrcontract.pdf) (use for object code)
  - b. Key in a From Date and To Date, put 8.0 in “To Hour” box but leave Rate blank.
5. Do NOT go to the Budget Amendment page - no budget amendment is required for this document.
6. On the Reason Code page, use reason code Q with an explanation of “MCG/UGA Medical Partnership”.
7. When you have finished the document validate it.
8. After you have validated the document and marked it finished then it can be submitted into Electronic Approval.
9. Level 400 – SR VP & President is not required at this time.

## Sample Document of MCG/UGA Medical Partnership

EMPLOYEE PERSONNEL REPORT										UNIVERSITY OF GEORGIA									
DOCUMENT NO.		PAGE		DATE		FY		DEPARTMENT PHONE		COLLEGE OR DIVISION		UGA EMPLOYMENT HISTORY					PAY TYPE		
146590001		1 of 1		04/14/10		10		706369				<input type="checkbox"/> (C) CURRENT <input type="checkbox"/> (P) PREVIOUS DATE //					<b>M</b>		
DEPARTMENT / PROJECT				PRI DEPT		HIGH DEGREE		INSTITUTION		YEAR		UGA % TIME		ACTION MO DA YR					
MEDICAL SCHOOL				146								100/000		07/01					
SOC. SEC. NUM.		LAST NAME		FIRST NAME/INITIAL		MIDDLE NAME/INITIAL		SUFFIX				<input checked="" type="checkbox"/> (7) MCG PTNSHP		<input type="checkbox"/> (E) EXEMPT		<input type="checkbox"/> (N) NON-EXEMPT		<input type="checkbox"/> (T) TIPPED	
XXX-XX-1		HENRY		TOM		V						<input checked="" type="checkbox"/> (M) MALE		<input checked="" type="checkbox"/> (S) SINGLE		<input type="checkbox"/> (Y) FACULTY RANK			
HOME STREET OR ROUTE NO. (LINE 1)				NON-WORK PHONE		BIRTH DATE		SPOUSE'S NAME		CHAIR		<input type="checkbox"/> (F) FEMALE		<input type="checkbox"/> (M) MARRIED		<input checked="" type="checkbox"/> (N) NON-FACULTY			
150 DR. PEPPER LANE												<input type="checkbox"/> HISPANIC OR LATINO/A		<input checked="" type="checkbox"/> WHITE		<input type="checkbox"/> AFRICAN AMERICAN		<input type="checkbox"/> ASIAN	
HOME STREET OR ROUTE NO. (LINE 2)				UNIVERSITY PHONE		CITIZEN OF		I-9		VISA		COUNTY		<input type="checkbox"/> AMERICAN INDIAN/ALASKA NATIVE		<input type="checkbox"/> NATIVE HAWAIIAN/OTH PAC ISLAND			
						United States		Y											
HOME CITY		STATE		ZIP + 4		UNIVERSITY BLDG NAME		BLDG NO/FLOOR/RM											
ATHENS		GA		30602		MED PARTNERSHIP BL		0033 / / STRU											
FOR PAYROLL DEPT USE ONLY										COOP. EXT. EMPLOYEES ONLY					PAYROLL PAYMENT DISTRIBUTION				
FED EXM		STATE EXM		OASDI		RETIRE		GDCP		COUNTY MONEY (PER PAY PERIOD)		UGA SALARY		COUNTY MONEY		TOTAL		<input checked="" type="checkbox"/> (1) DEPARTMENT DISTRIBUTION CODE 000	
				HI		EIC													
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				
	146	XCEPT	LA	07 01 09 0 0	06 30 10 8 0		77930 MCG/UGA Medical Ptrnship				0 00000	N							
PAYROLL AUTHORIZATION																			
TRX	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR EFT	BUDGET	FROM THRU	MO DA YR HR	AMOUNT PER PAY PERIOD / HOURLY RATE										
	146	XCEPT	LA	1911GJ146000				07 01 09 0 0	06 30 10 8 0										
TOTALS																			
REASON CODES																			
(Q ) Other MCG/UGA MEDICAL PARTNERSHIP																			