Instructions for Completing Relocation Personnels Using WebDFS

Revised 09/21/2012

1. On the "Personnel Document Header" screen in WebDFS use the UGA ID for the person receiving the funding. The short title "RELOC" and for the position number and occurrence use "L A". Example RELOCL A.
2. On the Filled Position:
   a. Fill in the Job Class code for the employee's regular line item position. Ex. Job Class 99121 – Position Title - Associate Provost using the Short Title "RELOC"
   b. Fill in the Appointment Begin/End dates
   c. Leave the Position Percent Time blank
   d. Contract Code should be blank
   e. Full Time Annual Salary should be blank
3. On the Payroll Authorization page:
   a. Key in an account and object code (51110)
   b. Key in a From Date and To Date, and Rate
4. Do NOT go to the Budget Amendment page – Funding for the "Relocation" position will be taken from operating (71000). If the operating budget needs to be increased a separate budget amendment document will need to be processed.
5. On the Reason Code page, use reason code Q with an explanation of "Relocation".
6. After you have validated the document and marked it finished then it can be submitted into Electronic Approval.

EMPLOYEE PERSONNEL REPORT — **UNIVERSITY OF GEORGIA**

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
027590003	1 of 1	05/23/2011	11	7065422802	

DEPARTMENT / PROJECT	PRI DEPT	HIGH DEGREE	INSTITUTION	YEAR
BUDGET DEPARTMENT	027	PHD		

SOC. SEC. NUM.	LAST NAME	FIRST NAME/INITIAL	MIDDLE NAME/ INITIAL	SUFFIX
XXX-XX-2222	JOHNSON	STEVE	T	

HOME STREET OR ROUTE NO. (LINE 1)	NON-WORK PHONE	BIRTH DATE	SPOUSE'S NAME	CHAIR
555 JOHNSON STREET	7063333333			

HOME STREET OR ROUTE NO. (LINE 2)	UNIVERSITY PHONE	CITIZEN OF	I-9	VISA	COUNTY
	7065422802	United States	Y		

HOME CITY	STATE	ZIP + 4	UNIVERSITY BLDG. NAME	BLDG NO/FLOOR/RM
ATHENS	GA	30602	DAWSON HALL	1010 / / 0107

PAY TYPE: M

UGA EMPLOYMENT HISTORY
☐ (C) CURRENT ☐ (P) PREVIOUS DATE / /

UGA % TIME	ACTION MO DA YR
100|000	04/25/2011

☑ (1) REGULAR
☑ (E) EXEMPT ☐ (N) NON-EXEMPT ☐ (T) TIPPED
☑ (M) MALE ☑ (S) SINGLE ☐ (Y) FACULTY RANK
☐ (F) FEMALE ☐ (M) MARRIED ☑ (N) NON-FACULTY
☐ HISPANIC OR LATINO/A
☑ 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
	027	RELOC	L A	05|01|11 0|0	05|31|11 8|0	10011	ADMINISTRATIVE MANAGER I	0|00000				

PAYROLL AUTHORIZATION

TRX	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR EFT BUDGET		MO DA YR HR
						FROM	05|01|11 0|0
						THRU	05|31|11 8|0
	027	RELOC	L A	1062GA027000		AMOUNT PER PAY PERIOD / HOURLY RATE	1000|00
		TOTALS					1000|00

REASON CODES
(Q) Other RELOCATION