

Instructions for Completing Wireless Communication Device Personnels Using WebDFS

Created 09/21/2012

1. When you create the document use the short title “WCOMD” and for the position number and occurrence use “L A”. Example WCOMDL A.
2. On the Filled Position:
 - a. Fill in the Job Class code for the employee’s regular line item position. Ex. Job Class 10235 – Position Title – IT Executive Director using the Short Title “WCOMD”
 - 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 – budget amendment must be submitted separately. Example below.
5. On the Reason Code page, use reason code Q with an explanation of “Wireless Communication Device Payment”.
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	
027590019	1 of 1	09/21/2012	13	7065422802		
DEPARTMENT / PROJECT		PRI DEPT	HIGH DEGREE	INSTITUTION	YEAR	
UNIVERSITY BUDGET OFFICE		027	MS			
SOC. SEC. NUM.	LAST NAME	FIRST NAME/INITIAL	MIDDLE NAME/ INITIAL	SUFFIX		
XXX-XX-2111	DOE	JOHN				
HOME STREET OR ROUTE NO. (LINE 1)		NON-WORK PHONE	BIRTH DATE	SPOUSE'S NAME	CHAIR	
55 DOE STREET		7063333333				
HOME STREET OR ROUTE NO. (LINE 2)		UNIVERSITY PHONE	CITIZEN OF	I-9	VISA	COUNTY
		7065422228	United States	Y		
HOME CITY	STATE	ZIP + 4	UNIVERSITY BLDG. NAME	BLDG NO/FLOOR/RM		
ATHENS	GA	30602	FRANKLIN HOUSE	0005 / LSD01		

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

PAY TYPE
M

UGA % TIME	ACTION MO DA YR
100 000	11 01 2012

(1) FULL BENEFITS
 (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				COOP. EXT. EMPLOYEES ONLY		PAYROLL PAYMENT DISTRIBUTION	
FED EXM	STATE EXM	OASDI	RETIRE	GDCP	COUNTY MONEY	UGA SALARY	<input checked="" type="checkbox"/> (1) DEPARTMENT DISTRIBUTION CODE 100
		HI	EIC		(PER PAY PERIOD)	COUNTY MONEY	
						TOTAL	

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 FULL TIME N ANNUAL SALARY	S SUPPLEMENT C AMOUNT
	027	WCOMD	L A	11 01 12 0 0	06 30 13 8 0	10235	IT EXECUTIVE DIRECTOR	0 00000		

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
	027	WCOMD	L A	1062GA027000			11 01 12 0 0 06 30 13 8 0	50 00
TOTALS								50 00

REASON CODES
 (Q) Other WIRELESS COMMUNICATION DEVICE PAYMENT

When budgeting funds for the wireless communication device payments. A separate budget amendment document will need to be submitted using the short title "WCOMDL A" with object code 51110.

BUDGET AMENDMENT MUST BE SUBMITTED

Must be done on a separate Budget Amendment Only Document

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
027590020	1 of 1	09/21/2012	13	UNIVERSITY BUDGET OFFICE
SOC. SEC. NUM.	LAST NAME	FIRST NAME/INITIAL	MIDDLE NAME/INITIAL	SUFFIX

UNIVERSITY OF GEORGIA BUDGET AMENDMENT

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

BUDGET AMENDMENT (PERSONAL AND NON-PERSONAL SERVICES)

TRX	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	OBJECT	DESCRIPTION	CURRENT EFT	CURRENT BUDGET	CHANGE EFT	+ CHANGE AMT -	+ REVISED EFT -	REVISED BUDGET
				1062GA027000	84000	EQUIPMENT				400-		-400
	027	WCOMD	LA	1062GA027000	51110	MONTHLY PAYROLL				400+		400
						TOTALS						

FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)

TRX	ACCOUNT	OBJECT	FUNDING SOURCE	CHANGE AMT	+ -
	1099GN024000	50000	PERSONAL SERVICES	400	-
	1099GN024000	70000	CONTINGENCY-OPERATIN	400	+
			TOTAL		

<p>REMARKS / REFERENCE</p> <p>BUDGET FUNDING FOR JOHN DOE'S WIRELESS COMMUNICATION DEVICE.</p>
