

**Base +15% Applied during first six months of employment**

**Effective January 1, 2015 units may utilize the base +15% during the first six months of employment. This applies to new hires or employees hired within the prior 6 months based on the January 1<sup>st</sup> effective date.**

**Step 1:** Complete 1st personnel report to hire new employee at annual minimum hiring rate.

<http://www.hr.uga.edu/uga-staff-pay-plan>

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
	900	CLRMN	01A	07 01 14 0 0	06 30 15 8 0	10055	ADMINISTRATIVE ASSOCIATE II	1 00000	N	26017

**PAYROLL AUTHORIZATION**

TRX	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR EFT	BUDGET	FROM THRU	AMOUNT PER PAY PERIOD / HOURLY RATE
	900	CLRMN	01A	1011GH900000	1 00000	26017	07 01 14 0 0 06 30 15 8 0	2168 08
<b>TOTALS</b>					1 00000	26017		2168 08

**REASON CODES**

(A ) New UGA Employee

**Step 2:** Department is satisfied with performance and wishes to increase employee’s salary rate within base +15% to the Annual Entry Maximum.

- Complete 2<sup>nd</sup> Personnel report via WebDFS BA/Personnel System
- Use the reason code “Q” Other – type in “Utilize Base +15% Within First 6 Months”.

Multiple personnel’s may be submitted up to the 15% within the 6 month limit. Each time a salary rate is changed the “Occurrence code” (01A, 01B etc...) will change and the remarks “Q” Other – type in “Utilize Base +15% Within First 6 Months” must be used. Unit may include in remarks the actual percentage they are increasing on each document.

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
	900	CLRMN	01A	07 01 14 0 0	09 30 14 8 0	10055	ADMINISTRATIVE ASSOCIATE II	1 00000	N	26017
	900	CLRMN	01B	10 01 14 0 0	06 30 15 8 0	10055	ADMINISTRATIVE ASSOCIATE II	1 00000	N	28619

**PAYROLL AUTHORIZATION**

TRX	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR		FROM THRU	MO DA YR HR		AMOUNT PER PAY PERIOD / HOURLY RATE
					EFT	BUDGET		MO DA YR HR	MO DA YR HR	
900	CLRMN	01A	1011GH900000	0 25000	6504	07 01 14 0 0	10 01 14 0 0	09 30 14 8 0	06 30 15 8 0	2168 08
900	CLRMN	01B	1011GH900000	0 75000	21464				2384 92	
<b>TOTALS</b>					1 00000	27968		2168 08	2384 92	

**REASON CODES**

(Q) Other UTILIZE BASE+15% WITHIN FIRST 6 MONTHS

Base +15% within first 6 months may not be utilized in the budget development process.

Back pay should be utilized using UGA allowable back pay process.

**Please call the University Budget Office at 706 542-2802 if you have any questions concerning how to prepare the personnel and/or budget amendment.**