

# Instructions for Completing Summer Personnels Using WebDFS

Revised 02/20/2018

\*For official policy information please visit <https://provost.uga.edu/faculty-affairs/summer-payroll-procedures/>

1. Personnel documents for the May Pay Period must be prepared in the current fiscal year. The June pay period and July pay period documents may be prepared beginning April 1st.
2. Use fiscal year **2018 for the May Pay Period** document and fiscal year **2019 for the June and July Pay Period** document.
3. The **Action Date** needs to be the date of the session start date.
4. Use one of the following short titles according to type of position receiving summer pay with the position number of "L" (L space) and the occurrence of "A"
  - a. GA S – Graduate Assistant Summer School
  - b. GRA S – Graduate Research Assistant Summer School
  - c. GTA S – Graduate Teaching Assistant Summer School
  - d. GLA S – Graduate Lab Assistant Summer School
  - e. SS FA – Summer Faculty
  - f. PSTDS – Post Doctoral Associate Summer School

All summer personnel documents for graduate assistants (GA S, GLA S, GRA S, & GTA S) will flow through the Graduate School for approval.

All summer personnel documents for post-doctoral associates (PSTDS) will flow through Research Affairs for approval.

5. The summer pay periods and deadlines are as follows:

Pay Period	2018 Session Dates	Personnel Documents Complete By:	Pay Date
May Pay Period (FY18)	May 7 – May 31	May 18	May 31
June Pay Period (FY19)	June 1 – July 2	June 26	July 2
July Pay Period (FY19)	July 3 – July 31	July 24	July 31

6. On the pay authorization page input the account number, object code, pay dates and rates. Do NOT put in the EFT or Budget amount. (If WebDFS PR/Budget Amendment System is set to "System" on the "Payroll Authorization Page" the system will do all calculations.)

## Points to remember:

- Personnel documents require approval from multiple offices so departments should allow sufficient time for complete approval of the personnel document by the payroll deadline.
- FY 2018 Summer personnels must be prepared in multiple fiscal year documents. May Pay Period must be the current fiscal year while June and July Pay Period must be new fiscal year.
- Summer positions cannot be combined with other types of positions on the personnel.
- One set of payroll authorization dates are allowed on summer personnels for the May Pay Period, and for the June and July Pay Periods two sets of payroll authorization dates are allowed. Per university policy, the total amount paid for each of these pay periods cannot exceed 11.111% of the employee's full time annual salary.

- If the personnel document setting up an employee for summer pay is not fully approved by the payroll deadline, no paycheck will be issued for that period. A new personnel to record the missed payment as Back Pay will be required.
  - If a personnel was completed to set up an employee for summer pay and it is determined that no pay should be received, a new personnel will be required to zero out the amounts that had previously been authorized.
  - All Back Pay Summer personnel documents processed must use the reason code (SB). If the correct reason code is not used the back pay may not be paid on the correct pay period.
  - All Prior Year Back Pay Summer personnel documents processed must use the reason code (PB) along with (SB).
  - Payroll Authorization columns for the July pay period will need to be adjusted if Back Pay (SB) is included on the document.
7. No budget amendment is required with this document.
  8. Once you have completed and validated the document submit it into Electronic Approval.
  9. To view/print Summer Payroll reports go to the WebDFS Applications Menu and click "Payroll Reports" <https://webdfs.uga.edu/WebDFS>

### Maymester Example

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	SS FA L A		05 07 18 0 0	05 31 18 8 0	55033	PART-TIME INSTRUCTOR	0 00000		115000		

#### PAYROLL AUTHORIZATION

TRX	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR EFT	BUDGET	FROM THRU AMOUNT PER PAY PERIOD / HOURLY RATE	MO DA YR HR
	027	SS FA L A		1062GA027000	0 08300	12778		05 07 18 0 0 05 31 18 8 0 12777 65
<b>TOTALS</b>					<b>0 08300</b>	<b>12778</b>		<b>12777 65</b>

#### REASON CODES

(E ) Appointment to New Position

### June and July Session Example

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	SS FA L A		06 01 18 0 0	07 31 18 8 0	55033	PART-TIME INSTRUCTOR	0 00000		115000		

#### PAYROLL AUTHORIZATION

TRX	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR EFT	BUDGET	FROM THRU AMOUNT PER PAY PERIOD / HOURLY RATE	MO DA YR HR	MO DA YR HR
	027	SS FA L A		1062GA027000	0 16700	25555		06 01 18 0 0 07 02 18 8 0 12777 65	07 03 18 0 0 07 31 18 8 0 12777 65
<b>TOTALS</b>					<b>0 16700</b>	<b>25555</b>		<b>12777 65</b>	<b>12777 65</b>

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