



Payroll
Finance & Administration
UNIVERSITY OF GEORGIA

Date:

Attn: Christi Holbert
 Payroll

Please prepare a J.V. to off-set the following for the _____
 Department

*****If a PAR (Personnel Activity Report) is generated for the employee, the PAR should be sent to Accounting with the appropriate adjustments instead of initiating a Personal Services JV.*****

Employee Name _____ Home Dept. _____

UGAID (81X#) _____

Pay Period End	Short Title	Position #	Account	Debit Amount	Credit Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

This J.V. is necessary to:

For charges (debits) to sponsored restricted accounts, please answer the following questions:

When was the error discovered? _____

Provide a detailed description of the charge.

Why was the charge incorrectly made? _____

How does the charge specifically relate to the restricted account to which it is being transferred?

All necessary Budget amendments and personnel reports have been processed to off-set this debit and credit.

Requestor: _____

Department: _____ Telephone Number: _____

Payroll required Approvals: Please initial and date

_____ C&G _____ Accounting _____ Budgets