

## **MONTHLY / ACADEMIC PAYMENTS FROM PERSONNEL AUTHORIZATIONS**

### **GENERAL PROCEDURES & RULES**

Monthly and academic payroll payments are generated from authorizations created via budget development and electronic personnel documents. **It is the department's responsibility to ensure the accuracy of the payroll data prior to the run date of the payroll each month.** If changes are needed, they must be made through completion and approval of a personnel document by the appropriate deadlines for the Budget Office & Payroll <http://www.busfin.uga.edu/payroll/calendar.html>.

**IMPORTANT: The Payroll Office will no longer process any manual changes to payroll data on behalf of a department. A personnel document must be processed to change payroll data.**

### **COMPLETION OF PERSONNEL FORM**

- Personnel documents require approval from multiple offices; therefore, departments should allow sufficient time for complete approval of the personnel document by the payroll deadline.
- **If the personnel document setting up a new employee for the current month is not approved by the payroll deadline, no paycheck will be issued for that period.**

### **PAYROLL REPORTS**

Departments should regularly review reports that indicate the payroll amounts to be issued to employees for each monthly/academic pay period and the accounts to be charged. Departments should review these reports prior to each payroll run <http://www.busfin.uga.edu/payroll/calendar.html> and make adjustments, as necessary, by completing a new personnel report. The report will contain data only if you have payroll QMF access rights.

The report can be accessed as follows:

- access the WebDFS system [www.webdfs.uga.edu](http://www.webdfs.uga.edu)
- click the Payroll Reports link
- click the Monthly or Academic report link
- click the Report button
- if the report is blank, close all of your browser windows and try again
- if the report is still blank, contact [payroll@uga.edu](mailto:payroll@uga.edu) and inquire about your payroll QMF access

### **POSTING MONTHLY & ACADEMIC LEAVE IN THE ELEAVE SYSTEM**

**Link to UGA eLeave system** (<https://webapps.ais.uga.edu/eLeave/index.jsp>)

- Leave for monthly and academic employees must be recorded in the eLeave system.
- Leave taken by hourly/salaried employees will be processed through the Kronos MyTime system. Only leave adjustments for hourly/salaried will be entered into the eLeave system.
- On the first day of a month, any leave taken and/or earned for the prior month will be posted to the current month. For example, leave taken on April 15<sup>th</sup> would be posted as early as May 1.

## Leave adjustments

- Leave taken, but not posted for a preceding month, can be entered by a leave adjustment or in the eLeave system by date of leave taken in a previous month.
- **When an employee separates from the University, any payout of annual leave must be entered via a leave adjustment and on a personnel document.**

## Leave approval

All leave taken and adjusted should be documented, approved and reviewed by the employee's supervisor.

*Example of leave approval process:*

- Employee prepares a leave form, approves it, and submits it to the supervisor.
- The supervisor approves the leave form and gives it to the person who enters leave in the eLeave system.
- Supervisor reviews leave in eLeave system each month to ensure that appropriate leave hours were recorded

## **SPECIAL PAYROLL PAYMENTS**

**Relocation Payments:** Payments made to reimburse eligible employees for taxable moving expenses

- Accounts Payable is responsible for determining the taxable portion of relocation payments paid to employees. A member of the Accounts Payable staff will contact the employee's department and provide the relocation information that the department will use to complete a personnel.
- A payment in a RELOC L A position should be submitted on a Monthly personnel. (If the relocation payment is being issued before the employee starts working, please submit the personnel for the employee's UGA position prior to the personnel for the relocation payment.)  
Link for relocation personnel instructions  
(<http://www.busfin.uga.edu/budgets/links/relocation.pdf>)

**Extra Compensation Payments:** In unique circumstances, payments are made to employees in addition to their regular UGA pay. Extra comp payments are taxed at a rate of 25% for Federal tax and 6% for State tax.

Examples of types of Extra Comp payments – Monthly extra comp payments, bi-weekly extra comp payments, payments for Consulting Service Agreements between Institutions, and foundation award payments

- The appropriate form must be completed, approved, and sent to the Payroll Department before the extra comp payment can be paid to the employee.
- A payment in a SPPAY L A position should be submitted on a Monthly personnel and marked "Complete" in the Payroll Office prior to the payroll deadline in order for the employee to receive the extra comp payment for that pay period.

Link for special pay personnel instructions (<http://www.busfin.uga.edu/budgets/links/specialpay.pdf>)

**Questions on personnels and special payments** - Payroll ([payroll@uga.edu](mailto:payroll@uga.edu) or 706-542-6971)

**Questions on eLeave** – Human Resources ([hrweb@uga.edu](mailto:hrweb@uga.edu) or 706-542-0196)

