

## REMINDERS

1. WebDFS help page is located at <https://dfs.busfin.uga.edu/webdfs/> .
2. Document numbers cannot contain alphabetic letters. WebDFS System can be set to automatically number documents.
3. Actions which are to take place between July 1, 2011 and June 30, 2012, take place in **fiscal year 2012**.
4. The **action date** and the date of the employee personnel report do not have to be the same and usually will not be. The action date is the date that the action will take place such as when the employee starts to work, terminates, gets promoted, changes accounts, etc. The date of the document is simply the date the document is prepared.
5. The **name** used in the original budget or on the first employee personnel report prepared is the name that you must always use on personnel reports. If an employee name needs to be changed, submit a personnel report to officially change it. Do not use Sally L Jones on one personnel report and S Lorraine Jones on the next.
6. **Do not use dashes or periods** when completing employee personnel reports and budget amendments. Degrees should be entered as PhD. Titles should be "Asst to the Dean". Account numbers should be entered as 1011GH109000.
7. **UGA Percent Time** is the percent time the individual is employed at the University in all positions. (Some employees work part-time in more than one unit.) You must ask employees to determine the university-wide percent. The Human Resources Division uses UGA percent time to determine whether an individual may be entitled to certain employee benefits. **Position Percent Time** is the percent time employed in your department for this position. Position Percent Time rounds to five decimal places - .33333
8. Five spaces are assigned to the **Short Title** (block 48). A short title with less than five letters must have appropriate blank spaces. For example: ASTP\_, GA\_M\_, SS\_FA, GRA\_D
9. **Graduate students** and employees paid from **STUWK, LBCLR and MAINT** lump sum positions are always home based in the paying department. Home department number must be the same as the department number in the paying account.
10. Percent time changes, annual rate changes (except January 1 salary increase), and job class or title changes require a **new position number**, i.e., from position CLRTC 01A to position CLRTC 01B. Leave without pay does not require a new position number. When you change the position number, you must also change the payroll voucher.
11. **EFT** rounds to three decimal places followed by two zeros - .37500

12. A unique position+12-digit account+object combination can only appear on a **budget amendment** one time. You cannot have two lines on a budget amendment for the same position+account or account+non-personal services object code. For example, filling a vacant position requires only one line on a budget amendment.

Current Budget	Change Amount	Revised Budget
22,000	2,000-	20,000

13. **Shifts between personal and non-personal services** for general accounts require offsets to the contingent number in the funding source on the budget amendment. Do not use the contingent to offset departmental services or restricted accounts. For example:

Budget Amendment:

800STUWKL A	1011GH80000051200	25,000	5,000-	20,000
	1011GH80000071000	5,000	5,000+	10,000

Funding Source:

1099GN80000050000	5,000+
1099GN80000070000	5,000-

14. It is very important that personnel reports and budget amendments be prepared correctly because these documents determine the way employees are paid and make funds available for expenditure. If in doubt, first call your dean's or vice president's budget office for help. If you are still having problems, call your budget analyst in the University Budget Office. But PLEASE do not depend on your budget analyst to do your budget amendments for you. The University Budget Office employs only four budget analysts to process personnel reports and budget amendments from over 700 University departments. We process over 45,000 documents each year so we need your help to make sure they are correct when they come to us.