

EXAMPLES

SALARIED BI-WEEKLY

1. Termination 806 CLRTC 02A 1064GA806000 1.000 21,000
Administrative Assistant I 00093 7/1-6/30 21,000 @ 100%
Resigned 01/12/12 Last day worked 01/12, 2 days accrued annual leave paid from position

21,000(annual rate) / 2,088(hours in year) = 10.057(hourly rate) July - June
Count days July - Jan(11 days) = 142(days) x 8(hours per day) = 1136(hrs)
Budget 1136(hours) x 10.057(rate) = 11,424.75 Round to 11,425
EFT 11,425/21,000(annual salary) = .544(EFT)

2. New UGA Employee
Fill vacant position 806 CLRTC 02B 1064GA806000 0.456 9,575
Administrative Assistant I 00093 21,000-29,767
Begins 01/31/12 @ \$21,000 @ 100% time

Pay from 1064GA806000
21,000(annual rate) / 2,088(hours in year) = 10.057(hourly rate)
Count days 1(Jan) + 108(rest of year) = 109(days) x 8(hours per day) = 872(hours)
Budget 872(hours) x 10.057(rate) = 8,769.70 Round to 8,770
EFT 8,770/21,000 = .418

MONTHLY

3. Termination 806 CLRMN 14A 1064GA806000 1.000 28,250
Laboratory Technician III 11006 7/1-6/30 28,250 @ 100%
Resigned 01/11/12 Last day worked 01/11, 2 days accrued annual leave paid from position

7/1 - 1/13 28,250(annual rate) / 12(mos) = 2,354.17 per month
2,354.17(mo rate) / 22(days in mo) = 107.01(daily rate)
107.01(daily rate) x 10(days paid) = 1,070.08(Jan pay)
Budget 2,354.17 x 6(July-Dec) = 14,125.02 + 1,070.08(Jan) = 15,195.10 Round 15,195
EFT 15,195/28,250(Annual Rate) = .538

EXAMPLES

4. New UGA Employee

Fill new position 806 CLRMN 17A
Laboratory Technician III 11006 24,763-46,637
Begins 01/12/12 \$24,763 @ 100% time

Pay 2/3 from 1021RR806007
Pay 1/3 from 1011RH806755

02/1 - 6/30 24,763(annual rate) / 12(mos) = 2,063.58(full time per month)
1021RR806007 2,063.58 x .66667 = 1,375.73
1011RH806755 2,063.58 x .33333 = 687.85
01/12 - 01/31 Count days 2,063.58(mo rate) / 22(days in mo) = 93.80(daily rate)
93.80(daily rate) x 14(days worked) = 1,313.19(total)
1021RR806007 1,319.19 x .66667 = 875.46
1011RH806755 1,313.19 x .33333 = 437.73
Budget 1021RR806007 1,375.73 x 5(Feb-June) = 6,878.65 + 875.46(Jan) = 7,754.11 Round 7,754
EFT 7754 / 24,763 = .313
Budget 1011RH806755 687.85 x 5(Feb-June) = 3,439.25 + 437.73(Jan) = 3,876.98 Round 3,877
EFT 3,877 / 24,763 = .157
Total Budget 7,754.11(1021RR806007) + 3,876.98(1011RH806755) = 11,631.09
Total EFT 11,631/24,763(annual salary) = .470

ACADEMIC

5. Graduate Assistant - Doctoral Level 22030
Employed 8/12/11 - 5/11/12 @ 33.333% time
Position 806 GA D 36A (assign next available position number)
Pay from 1064GA806000

34,546(annual rate) / 10(pay periods) = 3,454.60(full time) x .33333 = 1,151.52(per pay period)
Budget 1,151.52(per pay period) x 10(pay periods) = 11,515.22 Round to 11,515
EFT 11,515 / 34,546 = .333 x .75 = .250

6. Hire Temporary Instructor 55034
Previously worked for UGA Spring Semester 2006 (ended 5/10/06)
Begins 01/09/12 @ \$36,000 @ 50% time Spring Semester Only
Fill new position 806 INST 06A (assign next available position number)
Pay from 1011GH806000

36,000(annual rate) / 2(semesters) = 18,000(per semester) x .50% = 9,000(per semester)
Jan-May 9,000(semester rate) / 5(pay periods) = 1,800(per pay period)
Budget 1,800(per pay period) x 5(pay periods) = 9,000
EFT 9,000 / 36,000 = .250 x .75 = .188

EXAMPLES

NON-PERSONAL SERVICES BUDGET AMENDMENT

- 7 Illustrates how to move budget from one object of expenditure to another and how to budget a transfer from another unit.

Move \$5,000 from 1011GH800000 71000 (operating supplies) to 1025GR800016 84000 (equipment).

Also budget \$15,000 transfer into 1025GR800016 84000.

1025GR800016 is the account number for John Smith's start-up equipment.