EMPLOYEE PERSONNEL REPORT

UNIVERSITY OF GEORGIA

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT PHONE	COLLEGE OR DIVISION
	01		12		

DEPARTMENT / PROJECT	PRI DEPT	HIGH DEGREE	INSTITUTION	YEAR

SOC. SEC. NUM.	LAST NAME	FIRST NAME/INITIAL	MIDDLE INITIAL/NAME	SUF

STREET OR ROUTE NO. (LINE 1)	NON-WORK	BIRTH DATE	SPOUSE'S NAME	CHAIR

STREET OR ROUTE NO. (LINE 2)	UNIVERSITY	CITIZEN OF	I-9	VISA	COUN-

CITY	STATE	ZIP + 4	UNIVERSITY BUILDING NAME	BLDG. NO/FLOOR/ROOM

UGA EMPLOYMENT HISTORY
☑ (C) CURRENT ☐ (P) PREVIOUS
DATE ___ ___ ___

PAY TYPE: M

ACTION MO DA YR: 10 01 11

UGA % TIME: 100 000

☑ (1) REGULAR ☐ (3) TEMPORARY
☐ (2) UGA STUDENT ☐ (4) NR-ALIEN

☐ (E) EXEMPT ☐ (N) NON-EXEMPT ☐ (T) TIPPED

☐ (M) MALE ☐ (S) SINGLE ☐ (Y) FACULTY RANK ___
☑ (F) FEMALE ☐ (M) MARRIED ☐ (N) NON-FACULTY

☐ (1) WHITE ☐ (3) ORIENTAL/ASIAN ☐ (5) HISPANIC
☑ (2) BLACK ☐ (4) AMERICAN INDIAN ☐ (6) MULTIRACIAL
☐ (9) ___

FOR PAYROLL DEPT USE ONLY

FED EXM	STATE EXM

OASDI ___ RETIRE ___ GDCP ___
H I ___ EIC ___ ___ ___ ___

COUNTY MONEY (PER PAY PERIOD)

COOP. EXT. EMPLOYEES
UGA SALARY ___
COUNTY MONEY ___
TOTAL ___

PAYROLL PAYMENT DISTRIBUTION
☑ (1) SEND TO DEPT (DIST CODE) 806
☐ (2) DIRECT DEPOSIT (SEND PR105 TO PAYROLL)
☐ (3) PICK UP AT PAYROLL WINDOW

TRX	HOME DEPT	SHORT TITLE	POSN NO.	APPT. BEGIN MO DA YR HR	APPT. END MO DA YR HR	JOBCLASS CODE	POSITION TITLE	POS % TIME	C N	FULL TIME ANNUAL SALARY	S C	SUPPLEMENT AMOUNT
	800	CLRMN	04A	07 01 11 00	09 30 11 80	10055	ADMINISTRATIVE ASSOCIATE II	1 00000	N	30.178		
	800	CLRMN	04B	10 01 11 00	12 31 11 80	10055	ADMINISTRATIVE ASSOCIATE II	1 00000	N	33.178	A	3.000
	800	CLRMN	04C	01 01 12 00	06 30 12 80	10055	ADMINISTRATIVE ASSOCIATE II	1 00000	N	30.178		

PAYROLL AUTHORIZATION

	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR EFT	FISCAL YEAR BUDGET
	800	CLRMN	04A	1011GH806000	25000	7545
	800	CLRMN	04B	1011GH806000	25000	8294
	800	CLRMN	04C	1011GH806000	50000	15089
				TOTALS	1 00000	30928

	MO DA YR HR	MO DA YR HR	MO DA YR HR	MO DA YR HR	MO DA YR HR
FROM	07 01 11 00	10 01 11 00	01 01 12 00		
THRU	09 30 11 80	12 31 11 80	06 30 12 80		
AMOUNT PER PAY PERIOD	2514 83	2764 83	2514 83		
OR HOURLY RATE					
	2514 83	2764 83	2514 83		

☐ (A) NEW UGA EMPLOYEE ☐ (B) LATERAL TRANSFER ☐ (C) PROMOTION
☐ (D) REPLACEMENT POSITION - NAME OF LAST INCUMBENT ___
☐ (E) APPOINTMENT TO NEW POSITION
☐ (F) CHANGE % TIME EMPLOYED FROM ___ TO ___
☐ (G) CONTINUATION WITHIN EXISTING BUD-
☐ (H) REVISE DISTRIBUTION OF SALARY
☐ (I) TRANSFER FROM DEPT ___ TO ___
☐ (J) CHANGE PAY TYPE FROM ___ TO ___

☐ (K) CHANGE TITLE FROM ___ TO ___
☐ (L) CHANGE NAME FROM ___ TO ___
☐ (M) CHANGE SSN FROM ___ TO ___
☐ (N) LEAVE W/O PAY ___ TO ___
☐ (O) CHG COUNTY $ ___ TO ___
☐ (P) TERMINATION - REASON ___ TO ___
☑ (Q) OTHER (SPECIFY) add supplement

REMARKS

SUPPLEMENT ADDED FOR ADDITIONAL DUTIES

SUPPLEMENT ADDED FOR MONTHLY EMPLOYEE

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
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SOC.SEC.NUM.	LAST NAME	FIRST NAME/INITIAL	MIDDLE NAME/INIT.	SUF

UNIVERSITY OF GEORGIA BUDGET AMENDMENT

BUDGET POSITION

HOME DEPT	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
800 CLRMN	04A	07	01	11	00	09	30	11	80	10055	ADMINISTRATIVE ASSOCIATE II	1 00000	N	30,178		
800 CLRMN	04B	10	01	11	00	12	31	11	80	10055	ADMINISTRATIVE ASSOCIATE II	1 00000	N	33,178	A	3000
800 CLRMN	04C	01	01	12	00	06	30	12	80	10055	ADMINISTRATIVE ASSOCIATE II	1 00000	N	30,178		

BUDGET AMENDMENT (PERSONAL AND NON-PERSONAL SERVICES)

HOME DEPT	POSN NO.	ACCOUNT	OBJECT	DESCRIPTION	CURRENT EFT	CURRENT BUDGET	CHANGE EFT	+ -	CHANGE AMT	+ -	REVISED EFT	REVISED BUDGET
800 CLRMN	04A	1011GH806000	51110		1 00000	30178	75000	-	22633	-	25000	7545
800 CLRMN	04B	1011GH806000	51110				25000	+	8294	+	25000	8294
800 CLRMN	04C	1011GH806000	51110				50000	+	15089	+	50000	15089
806 LBCLR	L A	1011GH806000	51130		42400	10000	00100	-	750	-	42300	9250
TOTALS					1 42400	40178	00100	-			1 42300	40178

FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)

ACCOUNT	OBJECT	FUNDING SOURCE	CHANGE AMT	+ -
		TOTAL		

REMARKS / REFERENCE

APPROVAL	DATE	APPROVAL	DATE	DEPT HEAD	DATE	V. PRESEIDENT	DATE	CONTRACTS &	DATE
APPROVAL	DATE	UNIT/PROJECT	DATE	DEAN/DIRECTOR	DATE	BUDGET REVIEW	DATE	BUDGET OFFICE	DATE

June 2001
http://www.busfin.uga.edu/forms/

SUPPLEMENT ADDED FOR MONTHLY EMPLOYEE