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: 07 01 11

UGA % TIME: 100 000

☑ (1) REGULAR ☐ (2) UGA STUDENT ☐ (3) TEMPORARY ☐ (4) NR-ALIEN
☑ (E) EXEMPT ☐ (N) NON-EXEMPT ☐ (T) TIPPED
☐ (M) MALE ☑ (F) FEMALE
☐ (S) SINGLE ☐ (M) MARRIED
☐ (Y) FACULTY RANK ___ ☐ (N) NON-FACULTY
☐ (1) WHITE ☐ (2) BLACK ☐ (3) ORIENTAL/ASIAN ☐ (4) AMERICAN INDIAN
☑ (5) HISPANIC ☐ (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	10A	07 01 11 00	07 01 11 00	10025	ASST RECORD MANAGER	1 00000	N	32.000		
	800	ALCLM	L A	07 01 11 00	09 01 11 80		ACCRUED LEAVE	1 00000	N	32.000		

PAYROLL AUTHORIZATION

	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR EFT	FISCAL YEAR BUDGET
	800	CLRMN	10A	1011GJ800000		
	800	ALCLM	L A	1011GH806000		5454
				TOTALS		5454

	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	07 01 11 00	09 01 11 00		
THRU	07 01 11 00	08 31 11 80	09 01 11 80		
AMOUNT PER PAY PERIOD		2666 67	121 21		
OR HOURLY RATE					
		2666 67	121 21		

☐ (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 6/30/2011 TO ___
☐ (Q) OTHER (SPECIFY) ___

REMARKS

PERSON REMOVED FROM FY 12 BUDGET. 45 days accrued leave total 360 hours

Monthly Termination with Annual Leave

February, 2002
http://www.busfin.uga.edu/forms/

DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT/PROJECT
	1		12	

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	10A	07	01	11	00	07	01	11	00	10025	ASST RECORD MANAGER	1	00000	N	32,000		
800 ALCLM	L A	07	01	11	00	09	01	11	80		ACCRUED LEAVE	1	00000	N	32,000		

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 ALCLM	L A	1011GH800000	51110						5454	+		5454
		1011GH800000	71000			54589			5454	-		49135
TOTALS						32800						32800

FUNDING SOURCE (DEPARTMENTAL INCOME OR CONTINGENCY)

ACCOUNT	OBJECT	FUNDING SOURCE	CHANGE AMT	+ -
1099GN800000	50000		5454	-
1099GN800000	70000		5454	+
		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

Monthly Termination with Annual Leave