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: S

ACTION MO DA YR: 03 01 12

UGA % TIME: 80 000

☑ (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	CLRTC	26A	07 01 11 00	02 28 12 80	00095	ADMINISTRATIVE ASSOCIATE I	0 500000	~~N~~	25.272		
	800	CLRTC	26B	03 01 12 00	06 30 12 80	00095	ADMINISTRATIVE ASSOCIATE I	0 800000	N	25.272		

PAYROLL AUTHORIZATION

	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR EFT	FISCAL YEAR BUDGET	FROM MO DA YR HR	MO DA YR HR	MO DA YR HR	MO DA YR HR	MO DA YR HR
	800	CLRTC	26A	1046GT800000	33300	8424	07 01 11 00	03 01 12 00			
	800	CLRTC	26B	1046GT800000	26700	6739	02 29 12 80	06 30 12 80			
							AMOUNT				
							PERIOD	12 103	12 103		
							OR				
							HOURLY RATE				
				TOTALS	60000	15163					

☐ (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 50% TO 80%
☐ (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) ___

REMARKS

% CHANGE FOR SALARY-BI WEEKLY

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	CLRTC	26A	07	01	11	00	02	29	12	80	00095	ADMINISTRATIVE ASSOCIATE I	0	500000	N	25,272		
800	CLRTC	26B	03	01	12	00	06	30	12	80	00095	ADMINISTRATIVE ASSOCIATE I	0	800000	N	25,272		

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	CLRTC	26A	1046GT800000	51120		50000	12636	16700	-	4212	-	33300	8424
800	CLRTC	26B	1046GT800000	51120				26700	+	6739	+	26700	6739
800	STUWK	L A	1046GT800000	51200		13400	2527	13400	-	2527	-		
TOTALS						63400	15163	03400	-			60000	14981

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/

% CHANGE FOR SALARY-BI WEEKLY