Clear Form

Print Form

The University of Georgia

Date:

ATTN: Christi Holbert
Payroll

Please prepare a J.V. to off-set the following for the _____
Department

*****If a PAR (Personnel Activity Report) is generated for the employee, the PAR should be sent to Accounting with the appropriate adjustments instead of initiating a Personal Services JV.*****

Employee Name _____ Home Dept. _____

Last 4 digits of Employee's SSN: _____

Pay Period End	Short title	Position#	Account	Debit Amount	Credit Amount

This J.V. is necessary to:

All necessary budget amendments and personnel reports have been processed to off-set this debit and credit.
Requestor:
Department:
Telephone Number:

Payroll required Approvals: Please initial and date

C&G _____ Accounting _____ Budgets _____