

Payroll Quicklinks

New Hire Information

Human Resources Homepage

<http://www.hr.uga.edu>

Hiring Department Checklist

http://www.busfin.uga.edu/staff/hiring_dept_ck.html

On-line Orientation

<http://www.busfin.uga.edu/staff/orient.html>

UGA Parking Services

<http://www.parking.uga.edu/>

UGA ID CARD

<http://www.uga.edu/ugacard/>

Terry Directory Update

<http://www.terry.uga.edu/directory/update/>

Blank Employee Personnel (no on-line entry)

http://www.busfin.uga.edu/forms/personnel_report.pdf

Resignation/Retirement

UGA Separation Notice

http://www.busfin.uga.edu/forms/separation_notice.pdf

UGA Separation Checklist

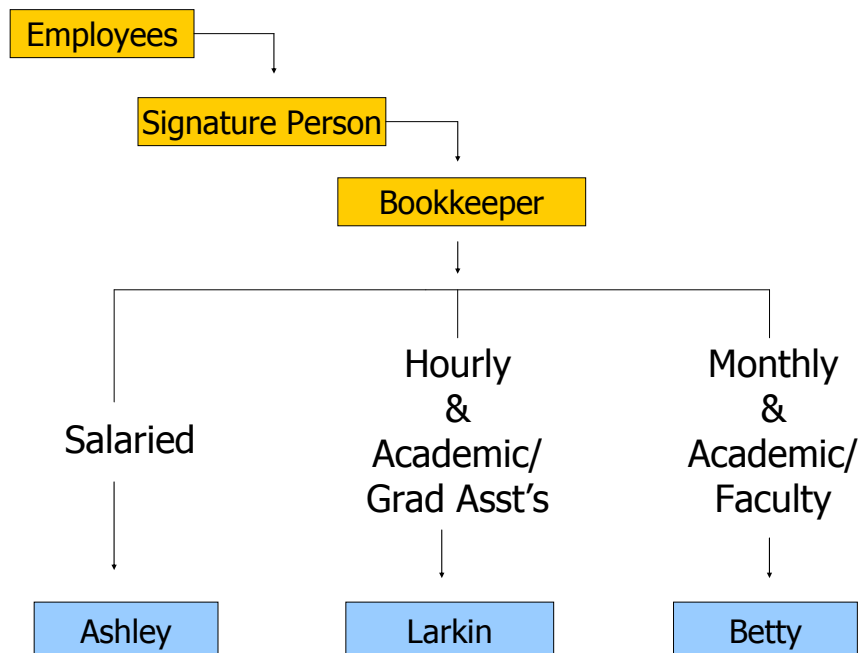
http://www.busfin.uga.edu/forms/employee_exit_form.pdf

Retirement

<http://www.busfin.uga.edu/app/hr/hrpol.htm#retirement>

PAYROLL OVERVIEW

- Payroll Distribution
- Payroll
 - Hourly
 - Salaried
 - Monthly
 - Academic
- Staff Hiring Procedures
- Personal Changes
- Retirement/Resignation



The UGA Human Resources website contains a plethora of easily-accessible information pertaining to most all payroll situations for both departments and individual employees. Please visit this site often to familiarize yourself with human resources procedures and updates.

<http://www.hr.uga.edu/hr2.html>

Hourly Payroll

- Larkin processes the hourly payroll.
- Please ensure that all timesheets are in her office by noon on the last day of the pay period
- Please make sure that all timesheets:
 - Are signed AND dated by the employee
 - Are signed AND dated by a supervisor
 - Have hours totaled correctly
 - Are returned to the business office even if there are no hours on the timesheet
- When the voucher is returned to you:
 - Double check the voucher to the timesheets
 - Sign and date the voucher
 - Return PROMPTLY to Larkin
- Overtime (excess of 40 hours worked per week)
 - Is HIGHLY discouraged
 - Prior approval from Sandra Gustavson is required for all overtime
 - This rule is especially pertinent to those employees who work two or more jobs on campus. The total of BOTH of his/her jobs should not exceed 40 hours per week
 - In the event that unauthorized overtime occurs, the Associate Dean will be notified to ensure appropriate action will be taken

Salaried Payroll

- Ashley processes the salaried payroll
- Please ensure that all timesheets are in her office by noon on the last day of the pay period.
- Please make sure that all timesheets:
 - Are signed AND dated by the employee
 - Are signed AND dated by a supervisor
 - Have all hours totaled correctly
 - Have an original leave form attached with only the absences for that pay period
- When the voucher is returned to you:
 - Double check the voucher to the timesheets
 - Obtain the appropriate supervisor's signature
 - Return PROMPTLY to Ashley

Monthly Payroll

- Betty processes the monthly payroll
- Notify Betty of ANY CHANGES to the monthly payroll as soon as the decision is made so that the appropriate paperwork can be done in advance
- Please make every effort to have all leave forms for the month to Betty by the last working day of the month
- Late leave forms create double paperwork

Academic Payroll

- Betty processes the faculty portion
- Notify Betty of ANY CHANGES to the academic payroll as soon as the decision is made so that the appropriate paperwork can be done in advance
- Please submit all sick leave forms before the last working day of each month
- Larkin processes the graduate assistant portion
- Notify Larkin of ANY CHANGES to the graduate assistant portion of the academic payroll as soon as the decision is made so that the appropriate paperwork can be done in advance

Staff Hiring Procedures

This is a general overview of what the Business Office needs in regards to new employees that are either salaried, monthly (non-faculty), or hourly. We are anticipating a future section on faculty hiring (since the procedures are quite different) and specific departmental checklists for other hiring matters.

1. Obtain the necessary approvals to fill a position
2. Post the position (not hourly)
3. Interview applicants
4. Negotiate approvals for any special circumstances
5. Offer the position and receive verbal confirmation of acceptance
6. Call the appropriate payroll person in the business office
7. Notify Human Resources of the filled position (not hourly)
8. Hand write/type a draft copy of the personnel and send to the business office

Employee Personnel

The Blank Employee Personnel form may be found at:

http://www.busfin.uga.edu/forms/personnel_report.pdf

Please type/hand write this form and send to the appropriate payroll processor.

**BEFORE THE FIRST WORKING DAY THE
COMPLETED PERSONNEL **MUST** BE
IN THE BUSINESS OFFICE**

***All employee services are linked to this personnel. New employees will not be recognized in the UGA system until this form is completely processed. This means that the new employee will not be allowed to register for a parking permit, get an ID card, enroll for health/dental insurance/ etc. until this form is completely processed. Please allow approximately 7-10 days for this form to travel through the entire system.

- Payroll Type: One of the following codes to designate which payroll is appropriate:
 - A – Academic
 - H – Hourly Bi-Weekly
 - M – Monthly
 - S – Salaried Bi-Weekly
- Department/Project: The name of the home department or the name of the project if applicable
- Primary Department Number: The primary department number for the employee (usually the home department number)
- Highest Degree Earned: The highest degree earned by the employee. Do not include high school degrees
- Institution: Enter the name of the institution from which highest degree was earned (except high school)
- Year: Enter the year the highest degree was earned
- Social Security Number: This number is the key for all budget and payroll entries, so be certain that the number is correct.
- Employee Last Name: The last name of the employee
- Employee First Name: The first name or first initial of the employee
- Employee Middle Initial or Name: The middle initial or name of the employee
- Employee Name Suffix: The employee's name suffix: Jr, Sr, III, etc.
- Employee Street Address(Line 1): The first line of "street" of the employee's mailing address
- Employee Street Address (Line 2): The second line of "street" of the employee's mailing address
- Employee City, State, and Zip + 4 Codes: The city, state, zip code, and 4 character zip code of the employee's mailing address.
- Non-Work Telephone Number: The telephone number (including area code) at which the employee may be reached when not at work.
- University Telephone Number: The work telephone number to be published in the University directory. This phone number is not only used for the directory, but it is also used by the University Information Operators.
- University Building Name: The name of the building in which the employee is primarily located
 - 0046 Caldwell
 - 0055 Brooks Hall
 - 0058 Sanford
- Date of Birth: The employee's date of birth
- Employee's Spouse's Name: The name of the employee's spouse
- County of Citizenship: The country of which the employee is a citizen
- I-9 Code Mark box with a "Y" if a properly executed I-9 form is on file in the department verifying the employee's identification and eligibility for employment. Mark box with an "N" if employee has not provided this information at the time the personnel report is prepared. Federal

law requires that each new employee have a properly executed I-9 form on file within three working days of starting to work.

- Visa Type: The code indicating the type of visa held by an alien employee. This element should be left blank for employees who are citizens of the United States. The type code should be entered in the two spaces provided as it is shown on Form I-94, Arrival and Departure Form, which all non-resident aliens receive from the immigration authorities. Enter "RA" for resident aliens. Resident aliens are issued an alien registration card.
- County Code: A code indicating the Georgia county in which the individual is employed. Clarke is "029"
- Employee Category: Check the appropriate box to indicate the employee's category. Contact the Classification and Employee Records Department (542-3393) with any questions concerning the proper category in which to place an employee
- Percent Time Employed: The employee's current percent time for all University budget positions combined.
- Action Effective Date: The date on which the requested action is to become effective
- Sex: Check the appropriate box to indicate the sex of the employee
- Marital Status: Check the appropriate box to indicate the marital status of the employee
- Race: Check the appropriate box to indicate the race of the employee. Oriental/Asian should be selected for Pacific Islanders. American Indian should be selected for Alaskan Natives. If no specific box is appropriate, check "Box 9" and indicate race on the adjacent line.
- Payroll Payment Distribution: Check the Direct Deposit box to indicate that the employee's advisement is to be distributed in this manner. Also supply the department's distribution code.
- Payroll Beginning Date: The date of employment entered in the format MMDDYY
- Payroll Ending Date: The last date the employee is paid from the position entered in the format MMDDYY. If the employee does not have a specific end date – enter the last day of the fiscal year (06/30/YY)
- Position Long Title: The descriptive job title of the employee's position

BEFORE THE 3rd WORKING DAY

- Have new employee complete UGA's on-line orientation. Click [here](http://www.busfin.uga.edu/staff/orient.html) or visit <http://www.busfin.uga.edu/staff/orient.html>
- The following forms must be printed off of the on-line orientation website and sent to the business office before the new employee's third working day:
 - Security/Questionnaire and Loyalty Oath (notarized)
 - Intellectual Property Agreement (witnessed)
 - Form W-4 for withholding
 - Direct Deposit Request Form (required)
- In addition to the on-line forms, the following items need sent to the business office before the 3rd working day
 - Copy of the application and/or resume
 - Copy of the offer letter
 - Copy of the EEO form
 - Copy of the approval letter from the Provost
 - I-9 Form
 - Original for Staff
 - Departments must retain for students & departmental-awarded assistantships

BEFORE THE 31st DAY

- All forms related to UGA's Benefit Program need to be sent directly to Human Resources no later than 31 days after their employment date
- Health & Dental enrollment forms need sent to Human Resources regardless of coverage acceptance

Personal Changes

- All personal information changes must be sent IN WRITING to the correct payroll rep in the business office. You may either send the corrections by e-mail or regular mail
 - Address
 - Home phone number
 - Marital Status
 - UGA room change
 - UGA phone number change
 - E-mail change
- This information will be used to updated your “master employee file” in Human Resources
- The Terry College Directory should be updated separately by clicking [here](#) or visiting this site:
<http://www.terry.uga.edu/directory/update/>

Resignation/Retirement Procedures

- Send a copy of the resignation letter to the business office upon receipt
- Complete a separation notice for all persons who are leaving UGA except student workers. (If an individual is transferring to another department on campus a separation notice should not be done) This form needs to be completed and delivered to the terminating employee no later than his/her last working day.
- Click [here](#) for the separation notice form and instructions or visit http://www.busfin.uga.edu/forms/separation_notice.pdf
- Send the business office a copy of the separation notice

