

SrVPAA – ACADEMIC FISCAL AFFAIRS APPROVALS

(updated March 21, 2008)

Academic Fiscal Affairs needs to approve the following:

- ✳ All Personnels and budget amendments for VPAA and OVPI units (with the exception of personal changes – see below)
- ✳ Personnels for all newly hired full-time regular faculty positions
- ✳ Personnels for all newly hired full-time regular staff positions (including transfers within UGA) paid on the following state accounts: G, C, D, E, T, A, and B operations *but excluding auxiliary accounts*
- ✳ Personnels for reclassification when salary is an exception to UGA guidelines.
- ✳ Personnels with a mid-year increase or new salary supplement
- ✳ Budget amendments transferring funds from personal service to non-personal services on the following state accounts; G, C, D, E, T, A, and B operations *but excluding auxiliary accounts*
- ✳ Budget amendments picking up funds from central contingency
- ✳ Budget amendments picking up funds from VPAA or OVPI
- ✳ Revise distribution of salaries from restricted to state accounts only.

Academic Fiscal Affairs does NOT need to approve the following:

- ✳ Continuation within existing position (unless there is a change in pay outside UGA guidelines)
- ✳ Personnels for new part-time or temporary faculty or staff positions
- ✳ Personnels for new staff positions paid on restricted accounts.
- ✳ Personnels changing personal information (address, phone number, etc)
- ✳ Salary supplement forms. The forms should be sent directly to the Budget Department. The Salary Action Request form to add a supplement should come to Academic Fiscal Affairs for Provost approval prior to the supplement being offered.
- ✳ Termination of employees *except faculty retirements*
- ✳ Termination of salary supplements.
- ✳ Redistribution of salaries with the exception above (restricted to state).

When sending personnels or budget amendments for Academic Fiscal Affairs approval, please check the box for Sr. VP for Academic Affairs before approving. All backup documentation should be faxed to the Academic Fiscal Affairs office when the personnel is sent with the referencing document number at the top and the referencing tracking number on the personnel.

**Academic Fiscal Affairs Office: 706-583-0337
Academic Fiscal Affairs Fax Number: 706-583-0747**