



11.2.3 Lump-Sum Positions

Policy Statement

Pursuant to the policies of the University System of Georgia, The University of Georgia shall prepare an operating budget for educational and general activities and an operating budget for auxiliary enterprises for the institution for each fiscal year within the limit of funds allocated plus estimated internal income of the institution.

Reason for policy

The University of Georgia budget is designed as a comprehensive fiscal plan for implementing its mission as a land-grant and sea-grant university with statewide commitments and responsibilities, as the state's oldest, most comprehensive, and most diversified institution of higher education. Our motto, "to teach, to serve, and to inquire into the nature of things," reflects the University's integral and unique role in the conservation and enhancement of the state's and nation's intellectual, cultural, and environmental heritage. The implied values of the budget as a comprehensive fiscal plan for the institution include accountability, efficiency and efficacy.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Additional contacts

Policy Contact: Budget Office

Phone Number: 706-542-2802

Email: budgets@uga.edu

Policy definitions

Lump Sum Positions include temporary and student employees. Generally lump sum positions include:

- I. Summer Faculty using short title SS FAL A with job class code 51112;
- II. Part-Time Faculty using short title PTFACL A with job class code 51110;
- III. Post-Doctoral Associates using short title PST DL A with job class code 51110;
- IV. Graduate Assistants (both doctoral and masters) using the appropriate short title for specialty of assignment and job class code 51110;
- V. Clerical and Technical non-student using short title LBCLRL A with job class code 51130;
- VI. Clerical and Technical student using short title STUWKL A with job class code 51200.

Temporary Positions - Temporary positions (either full or part-time) are not expected to exceed 6 months in duration. Temporary positions can be extended for an additional 6 months (for up to a 12-month period) with approval from HR. Temporary employment cannot be extended beyond 12 months without a 30-day break in service during each 12-month segment of service. If a department does not provide a break in service at the 12-month mark, the employee must be put in a regular, line-item position. Individuals working only in temporary positions are not benefits eligible.

Student Positions - To use the student employment type (STUWK, WKSTY, GTA, GTAD, GTAM, GBLA, GRA, GRAD, GRAM, GLA, GLAD, GLAM, GA, GAD, GAM), classes must be in session (exceptions: during fall and spring academic breaks) and the student employee must:

- I. Be enrolled in and actively attending classes on at least a half-time basis at a University System of Georgia institution during the employment period (to determine half-time student status as it applies to undergraduate, graduate, and professional students, contact the Registrar's Office or view the Registrar's determination of enrollment status) and
- II. Work no more than 20 hours per work week

Graduate students on assistantships and meeting the above criteria are included in the student employment type. Independent study classes do not qualify the employee to be classified as a student employee. Employees classified in the student employee type are not eligible for staff benefits, FICA, or Georgia Defined Contribution Plan (GDGP).

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Finance Division

Policy Owner: Budget Division

Policy Contact: Budget Office

Phone Number: 706-542-2802

Email: budgets@uga.edu

Record Retention

Description: This series includes: operating budget expense by categories and functions report; estimated gifts, grants, contracts and clearing account summary report; student fee income and application of funds report; statewide public service source and application of funds; other reports specified by the Chancellor's Office; and institutional budget preparation instructions.

Retention: Annual operating budget: PERMANENT; All other records: 7 years.

Policy Appendices

There are no appendices associated with this policy.

FAQs

There are no FAQs associated with this policy.

Related information

See the University System of Georgia Board of Regents Business Procedures Manual for Original Budget:

http://www.usg.edu/business_procedures_manual/section8/manual/8.5_original_budget

See the University System of Georgia Board of Regents Policy Manual for additional details about operating budget policies and budget amendment policies:<http://www.usg.edu/policymanual/>

See the University System of Georgia Board of Regents Business Procedures Manual for additional details about operating budget processes and budget amendment processes:

http://www.usg.edu/business_procedures_manual/

See the University System of Georgia Board of Regents Records Management and Archives for additional details about records retention:

http://www.usg.edu/records_management/

Policy Dates

Effective Date:

Date Last Updated: 12/02/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: