

**SrVPAA – ACADEMIC FISCAL AFFAIRS APPROVALS**  
(updated July 19, 2016)

**Academic Fiscal Affairs needs to approve personnels and BAs for the following:**

- ✳ Personnels for all faculty with a mid-year increase of greater than 10%
- ✳ Personnels for all faculty with a change in salary requiring a salary action approval from the Provost *except salary supplements*
- ✳ Academic unit budget amendments picking up funds from the central general contingency
- ✳ Budget amendments picking up funds from SrVPAA

**Academic Fiscal Affairs does NOT need to approve personnels for the following:**

- ✳ Continuation within existing position
- ✳ Personnels for new faculty or termination of faculty
- ✳ Personnels for new Research Scientist or Public Service faculty or termination of these positions
- ✳ Personnels for new staff positions or termination of these positions
- ✳ Personnels changing personal information (address, phone number, etc)
- ✳ Salary supplement forms. *The forms should be sent directly to the Budget Division.*
- ✳ Personnels for faculty or staff with a new salary supplement
- ✳ Termination of salary supplements
- ✳ Redistribution of salaries
- ✳ Budget amendments *except as explained above in green*
- ✳ Budget amendments picking up funds from VPI (these should be sent to VPI)

**When sending personnels or budget amendments for Academic Fiscal Affairs approval, please check the box for Sr. VP for Academic Affairs before approving.**

**Academic Fiscal Affairs Office: 706-583-0337**  
**<http://provost.uga.edu/index.php/academic-fiscal-affairs>**