

**SUBJECT:** TIGA Reporting Support Documents Available on GeorgiaFIRST Website

**POSTED:** June 21, 2011

---

**ANNOUNCEMENT**

The following TIGA Reporting support documents are available on the GeorgiaFIRST Financials website:

- ***FY2011 Salary Data for TIGA Reporting User's Guide***  
This guide provides instructions for how to transfer payroll data into the TIGA reporting table.  
[http://www.usg.edu/gafirst-fin/documents/Salary\\_Data\\_for\\_TIGA\\_Reporting\\_Users\\_Guide\\_v10.pdf](http://www.usg.edu/gafirst-fin/documents/Salary_Data_for_TIGA_Reporting_Users_Guide_v10.pdf)
- ***FY2011 TIGA Reporting User's Guide***  
This guide provides instructions for creating the TIGA reports and the related data files that will be uploaded to DOAA.  
[http://www.usg.edu/gafirst-fin/documents/FY2011\\_TIGA\\_Reporting\\_Users\\_Guide.pdf](http://www.usg.edu/gafirst-fin/documents/FY2011_TIGA_Reporting_Users_Guide.pdf)
- ***FY2011 TIGA Submission Information***  
This information shows you how to access the DOAA Reporting website and how to upload your TIGA Reporting data files.  
[http://www.usg.edu/gafirst-fin/documents/FY2011\\_TIGA\\_Submission\\_Information.pdf](http://www.usg.edu/gafirst-fin/documents/FY2011_TIGA_Submission_Information.pdf)

Navigation:

The TIGA Reporting documents listed above are located on the GeorgiaFIRST Financials website on both the DOAA Reporting Documentation page:

([http://www.usg.edu/gafirst-fin/documentation/category/doaa\\_reporting/](http://www.usg.edu/gafirst-fin/documentation/category/doaa_reporting/))

and the Fiscal Year End Documentation page:

([http://www.usg.edu/gafirst-fin/documentation/category/fiscal\\_year\\_end/](http://www.usg.edu/gafirst-fin/documentation/category/fiscal_year_end/)).

**SUPPORTING DOCUMENTATION**

N/A

**MORE INFORMATION AND SUPPORT**

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services). (This service requires a user ID and password. E-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain self-service login credentials.)

**ADDITIONAL RESOURCES**

For information about ITS maintenance schedules or Service Level Guidelines, please visit <http://www.usg.edu/oit/policies>. For USG services status, please visit <http://status.usg.edu>.