

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

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### **ANNOUNCEMENT**

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

- ***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.pdf](http://www.usg.edu/gafirst-fin/documents/Salary_Data_for_TIGA_Reporting.pdf)
- ***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/TIGA\\_Reporting\\_Users\\_Guide\\_Rev\\_6.14.13.pdf](http://www.usg.edu/gafirst-fin/documents/TIGA_Reporting_Users_Guide_Rev_6.14.13.pdf)
- ***FY2013 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/2013\\_TIGA\\_Submission\\_Information.pdf](http://www.usg.edu/gafirst-fin/documents/2013_TIGA_Submission_Information.pdf)

Navigation:

The TIGA Reporting documents listed above are located on the GeorgiaFIRST Financials website on the DOAA Reporting page: [http://www.usg.edu/gafirst-fin/documentation/category/doaa\\_reporting](http://www.usg.edu/gafirst-fin/documentation/category/doaa_reporting)

### **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/customer\\_services/service\\_level\\_guidelines](http://www.usg.edu/customer_services/service_level_guidelines). For USG services status, please visit <http://status.usg.edu>.