

SUBJECT: FY2013 TIGA Salary and Travel Reporting Changes for Student Employees

POSTED: July 31, 2013

ANNOUNCEMENT

As requested by the Department of Audits and Accounts, student employee names should no longer be included in the Salary and Travel file that is submitted to DOAA. The following TIGA processes have been modified in the GeorgiaFIRST Financials production database, F89PRD, prior to 8:00am Wednesday, July 31, 2013 to include this change:

1. **TIGA Totals Report** (produced by the BORIF01C.sqr)

Navigation: *BOR Menus > BOR General Ledger > BOR GL Interfaces > DOAA Reporting > TIGA Salary & Travel > Create Salary and Travel File*

The report will now be marked with an * (asterisk) where the BCAT code indicates it is a salary payment for a student employee. However, the student name will still be included in the report for reconciliation purposes.

2. **TIGA File Creation** (produced by BORIF01D.sqr)

Navigation: *BOR Menus > BOR General Ledger > BOR GL Interfaces > DOAA Reporting > TIGA Salary and Travel > Create Salary & Travel File*

When the text file is created by this process, the student names indicated in the TIGA Totals Report with an * will be replaced in the file with the word 'STUDENT'.

The following BCAT codes are used to identify student employees:

900X Student Assistant
901X Work Study Student
905X Graduate Assistant
906X Graduate Lab Assistant
907X Graduate Research Assistant
908X Graduate Teaching Assistant

SUPPORTING DOCUMENTATION

The **TIGA Reporting User's Guide** is available on the GeorgiaFIRST website at http://www.usg.edu/gafirst-fin/documentation/category/doaa_reporting

Please note that these changes are not yet reflected in this documentation.

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. (This service requires a user ID and password. E-mail 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. For USG services status, please visit <http://status.usg.edu>.