



Salary Data for TIGA Reporting
User's Guide
PeopleSoft Financials v9.2
Georgia*FIRST*

Table of Contents

Table of Contents	2
Section 1: Overview	3
TIGA Salary Data Process Flow	3
Summary of Changes for Current Fiscal Year (FY2017)	4
Security	4
Section 2: Salary File Process Overview	5
Section 3: Loading the Salary Data	6
Step 1 – Access BOR Payroll for TIGA	6
Step 2 - Edit TIGA Payroll Data	10
Step 3- TIGA Payroll Detail Query and TIGA Payroll Summary Queries	11
Step 4 – TIGA Payroll Modifications Query	12
Step 5 – TIGA Payroll Report	13
Section 4: Next Steps	17

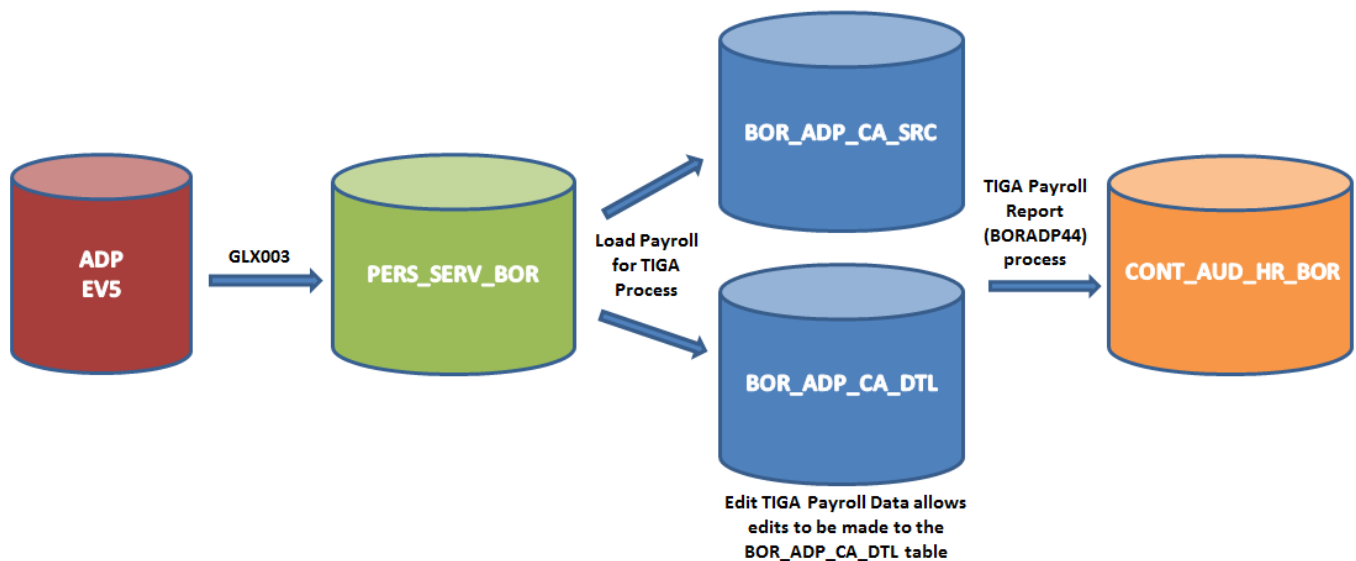
TIGA Reporting User Guide

This User Guide is designed to provide an overview of the processes that will produce the files that will be submitted to DOAA for the annual Transparency in Government Act (TIGA) Reporting requirement.

Section 1: Overview

The Transparency in Government Act (commonly referred to as TIGA) requires that the Department of Audits and Accounts collect information on salaries and certain specific grant and contract payments that are made available on the www.open.ga.gov website. Under this act, all branches of state government are required to submit this information to DOAA. This reporting was previously referred to as Continuous Audit reporting.

TIGA Salary Data Process Flow



Summary of Changes for Current Fiscal Year (FY2017)

The following changes are included in the 2017 Salary Data for TIGA Reporting User's Guide:

- The TIGA Report of Salary and Travel, BORIF01B, can be run after the TIGA Payroll Report. Instructions for running this report can be found in the *TIGA Reporting User's Guide* in Section 2, Step 2 (pg. 12).

Security

The security role **BOR_GL_TIGA_PROCESSING** should be assigned to users who need to access the BOR Payroll for TIGA menu items.

The TIGA letter and Final Instructions are located here: <http://www.audits.ga.gov/Resources/Tiga.html>

Section 2: Salary File Process Overview

The TIGA process follows the same general process utilized in prior Continuous Audit reporting processes where payroll data is extracted into a temporary table, updates to temporary tables are made, and final salary data is produced.

The security role **BOR_GL_TIGA_PROCESSING** should be assigned to users who need to access the BOR Payroll for TIGA menu items.

Payroll Data is extracted from the PSFin table, PERS_SERV_BOR into two temporary tables: BOR_ADP_CA_DTL and BOR_ADP_CA_SRC.

The extract pulls any entries in PERS_SERV_BOR charged to account numbers:

- 511000-539099;
- 539101-541999;
- 561400, 561500;
- 566000-56999.

This should match the account numbers included in the BOR_TIGA_SALARY_RECON query available in PSFin and includes accounts classified as Personal Expenses.

The College Work Study Program is classified as Operating Expense and any earnings associated with that program are excluded from this report. This process can be run as often as the institution wishes to balance its Salary File data.

- Users have the ability to functionally update the temporary table. Updates can include modifications to earnings, jobcode, adding employees, or deleting employee earnings entirely to remove them from the temporary table.
- Once all updates have been made and Salary Data has been reconciled to the GL, users can click the Final checkbox to send the TIGA Salary data directly to the CONT_AUD_HR_BOR table in PSFin. Previously a .txt file was created and interfaced into PSFin. ***Although a .txt file is created through this process, this file is for report retention purposes only and no further action is required to upload the data to PSFIN.***
- In the following section, Section 3: Loading the Salary Data, users can complete Steps 1 – 3 as often as necessary until the Salary loaded from Payroll balances with the General Ledger.

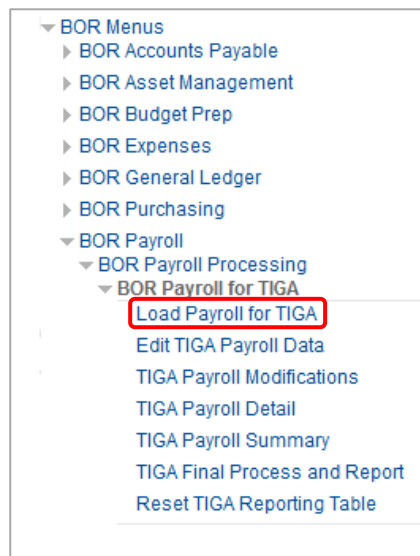
Section 3: Loading the Salary Data

This section details how the Salary data required for TIGA reporting will be loaded for GeorgiaFIRST institutions using PeopleSoft Financials. The data is automatically created in PeopleSoft Financials for the current Fiscal Year for TIGA reporting. This section outlines the required steps in this process.

Step 1 – Access BOR Payroll for TIGA

The navigation to access the BOR Payroll for TIGA menu items is:

BOR Menus > BOR Payroll > BOR Payroll Processing > BOR Payroll for TIGA > Load Payroll for TIGA



Search for an existing Run Control or add a new Run Control if you do not already have a run control for this process.

Build TIGA Reporting Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: Run Control ID begins with

☐ Case Sensitive

[Advanced Search](#)

The Load Payroll for TIGA process loads the temporary tables (BOR_ADP_CA_DTL and BOR_ADP_CA_SRC) with data from PERS_SERV_BOR that meets the TIGA earnings account number criteria as well as the *Company* and *Begin Date/End Date* range specified on the parameters page.

Key Information:

- The Load CA table process for annual reporting should be run after all payrolls have been run and confirmed.
- Since the data is being pulled from PERS_SERV_BOR, users should verify that all payroll GL files have been interfaced into PSFIN.
- The Begin and End dates are pulled from the check date/Journal date from PERS_SERV_BOR rather than pay period end date so enter your date parameters accordingly.
- The Tree Name and Tree Node fields that are not editable refer to the tree structure used to determine the appropriate accounts to be included.
- The Fiscal Year will populate depending on the beginning and end dates.

Run Control ID Load_Payroll_TIGA
Report Manager Process Monitor
Run

Business Unit

*Begin Date

*End Date

Fiscal Year

SetID SHARE

Tree Name BOR_CAUDIT_ACCOUNT

Tree Node CA_ACCOUNT

Click **Run**.

You will be taken to the Process Scheduler; click **OK**.

Process Scheduler Request

Help

User ID OIITDUREN

Run Control ID Load_Payroll_TIGA

Server Name

Run Date 04/30/2015

Recurrence

Run Time 11:37:38AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BOR_ADP_CAUD	BOR_ADP_CAUD	Application Engine	Web	TXT	Distribution

OK

Cancel

The system will return you to the Load Payroll for TIGA screen, and you will see a Process Instance number appear under the Process Monitor as listed below.

Click **Process Monitor** to see the status of your request.

Run Control ID Load_Payroll_TIGA

Report Manager

Process Monitor

Run

Process Instance:7153944

Business Unit 98000

SetID SHARE

*Begin Date 07/01/2014

Tree Name BOR_CAUDIT_ACCOUNT

*End Date 06/30/2015

Tree Node CA_ACCOUNT

Fiscal Year 2015

Save

Notify

Add


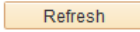
Update/Display


Verify that the job has run to Success and Posted. Click **Go back to Build TIGA Reporting Table**.

Request For

Process List | Server List

View Process Request For



User ID 
 Type Last 1 Days 

Server Name  Instance to

Run Status Distribution Status ☒ Save On Refresh

Process List										Personalize	Find	View All	First	1 of 1	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details						
<input type="checkbox"/>	7153944		Application Engine	BOR_ADP_CAUD	OIITDUREN	04/30/2015 11:37:38AM EDT	Success	Posted	Details						

[Go back to Build TIGA Reporting Table](#)

 Save
  Notify

Step 2 - Edit TIGA Payroll Data



Navigate to:

BOR Menus > BOR Payroll > BOR Payroll Processing > BOR Payroll for TIGA > Edit Payroll TIGA Data

The Edit TIGA Payroll Data allows you to make on-line adjustments to the data in the temporary table, BOR_ADP_CA_DTL, populated by the Load process detailed in Step 1. Any edits should be kept up with manually during the year as you are reconciling and entered at year end. It is advisable to edit only values at the end of the fiscal year as any edited entries will be deleted when the Load process is run the following quarter.

*Current Fiscal Year will be displayed on this panel.

Business Unit	Empl ID	Social Security #	<input type="text"/>
First Name		Fiscal Year	
Last Name		Job Family	<input type="text"/>
Middle Name			
Name Suffix			

Personalize Find  					First	1 of 1	Last
Account	BOR Entity Code	Pay Group	Total Salary				
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		

The fields that can be edited are as follows:

- **SSN:** The DOAA will not accept SSNs beginning with 999 or 888. Any invalid SSNs should be corrected.
- **Job Family:** The job family that is shown should be the last non-retiree job family from the employee's Job Data. In the event that the job family is incorrect, this information can be updated here.
- **Earnings:** Earnings can be modified or additional lines of earnings can be added. *The Account number and Pay Group values on the rows are for institutional reference and are not sent to DOAA.*

Note: To delete employees from the temp table so that they are not included in the final reporting, remove all rows of earnings from the Edit Continuous Audit Table page. This will eliminate them from the final insert into CONT_AUD_HR_BOR.

Step 3- TIGA Payroll Detail Query and TIGA Payroll Summary Queries

Navigate to:

BOR Menus > BOR Payroll > BOR Payroll Processing > BOR Payroll for TIGA > TIGA Payroll Detail

BOR Menus > BOR Payroll > BOR Payroll Processing > BOR Payroll for TICA > TIGA Payroll Summary

These two queries provide the employee/account detail and the account level summary (similar to what was produced on the ebbp009) of the data currently in the temporary table BOR_ADP_CA_DTL.

If you make changes to the temporary table, the changes should be reflected on these queries. These two queries should be compared with HR/GL Trial Balance accounts for reconciliation.

Steps 1-3 can be run as often as necessary to balance Salary data with General Ledger data.

Step 4 – TIGA Payroll Modifications Query

Navigate to:

BOR Menus > BOR Payroll > BOR Payroll Processing > BOR Payroll for TICA > TIGA Payroll Modifications

This query compares the data in the two temporary tables created during the Load process – BOR_ADP_CA_DTL (contains the data changes made from on-line adjustments to the temp table) and BOR_ADP_CA_SRC (static table that contains only information included in the Load process). This query provides the detail of each employee whose TIGA information was edited using the temporary table.

For example, if Jane Doe had an additional earnings row added for \$5000.00 using the Edit TIGA Payroll Data page, the query would yield the following results:

Unit	ID	Year	Account	Entity Code	Group	Job Family	SSN	FirstName	LastName	Middle Name	Suffix	Tot Salary	STATUS
42000	2813		511200	542 42F		202X	123456789	Jane	Doe	M.		5000.00	MODIFIED

*The Year will display the current Fiscal Year.

Step 5 – TIGA Payroll Report

Navigate to:

BOR Menus > BOR Payroll > BOR Payroll Processing > BOR Payroll for TIGA > TIGA Final Process and Report

Run Control ID TIGA_Payroll_Report
Report Manager
Process Monitor
Run

Business Unit

*Begin Date *End Date Fiscal Year

☐ Final Report Flag
Check this flag only after reconciling all Payroll Accounts!
Check this flag only at the end of the FISCAL YEAR.

Save Notify Add Update/Display

Key Information:

- The Begin Date and End Date fields should match the dates used when running the Load Payroll for TIGA process detailed in Step 2. Once the dates are populated, the Fiscal Year will populate.
- The TIGA Payroll Report, BORADP44 report, is produced in 3 formats – .txt, .csv, and .pdf. The .pdf report lists a Total Employee Count as of 6/30 at the end of the report. This total should be used to populate the Total Employee Count value required when submitting TIGA data to DOAA.
- The TIGA Report of Salary and Travel, BORIF01B, can be run after this process is run. Instructions for running this report can be found in the *TIGA Reporting User's Guide* in Section 2, Step 2.

Once you have reconciled your annual TIGA salary file to the GL, check the **Final Report Flag** box as shown in red below. Checking this box performs several functions:

- Checking this box will make the TIGA salary data on the CONT_AUD_HR_BOR table permanent so that it can be used to create the file that will be sent to DOAA.
- Checking this box will mark the entries as “final” so you will no longer be able to access the data on the Edit TIGA Payroll Data page.
- This will also make these entries permanent on the BOR_ADP_CA_DTL table.
- If this box is checked in error, please submit a ticket to ITS Helpdesk.

Run Control ID TIGA_Payroll_Report
Report Manager
Process Monitor
Run

Business Unit

*Begin Date *End Date Fiscal Year

☒ **Final Report Flag**
Check this flag only after reconciling all Payroll Accounts!
Check this flag only at the end of the FISCAL YEAR.

Save Notify Add Update/Display

Click **Run**.

You will be taken to the Process Scheduler; click **OK** to process this request.

Process Scheduler Request
Help

User ID OIITDUREN Run Control ID TIGA_Payroll_Report

Server Name Run Date 04/30/2015

Recurrence Run Time 1:07:26PM

Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BORADP44	BORADP44	SQR Report	Web	PDF	Distribution

OK Cancel

The system will return you to TIGA Payroll Report screen and you will see a Process Instance Number appear under the Process Monitor as shown below.

Run Control ID TIGA_Payroll_Report
Report Manager Process Monitor
Run

Process Instance: 7153982

Business Unit

*Begin Date *End Date Fiscal Year 2015

☐ Final Report Flag

Check this flag only after reconciling all Payroll Accounts!

Check this flag only at the end of the FISCAL YEAR.

Save
Notify

Add
Update/Display

Click **Process Monitor** to see the status of your request.

Process List
Server List

View Process Request For

User ID
Server
Run Status

Type
Name
Instance to
Distribution Status

Last
Days

☐ Save On Refresh

Process List							Personalize	Find	View All	First	1-2 of 2	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details			
<input type="checkbox"/>	7153982		SQR Report	BORADP44	OIITDUREN	04/30/2015 1:07:26PM EDT	Success	Posted	Details			
<input type="checkbox"/>	7153944		Application Engine	BOR_ADP_CAUD	OIITDUREN	04/30/2015 11:37:38AM EDT	Success	Posted	Details			

[Go back to Run TIGA Payroll Report](#)

Save
Notify

Once the Process has run to Success and Posted, click **Details**.

Process Detail

Help

Process

Instance 7153982

Type SQR Report

Name BORADP44

Description BORADP44

Run Status Success

Distribution Status Posted

Run

Update Process

Run Control ID TIGA_Payroll_Report

Location Server

Server PSUNX

Recurrence

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Restart Request

Date/Time

Actions

Request Created On 04/30/2015 1:11:31PM EDT

Run Anytime After 04/30/2015 1:07:26PM EDT

Began Process At 04/30/2015 1:11:53PM EDT

Ended Process At 04/30/2015 1:12:51PM EDT

Parameters

Transfer

Message Log

Batch Timings

View Log/Trace

OK

Cancel

Click **View Log/Trace**.

View Log/Trace

Help

Report

Report ID: 6433909

Process Instance: 7153982

Message Log

Name: BORADP44

Process Type: SQR Report

Run Status: Success

BORADP44

Distribution Details

Distribution Node: DNODE

Expiration Date: 05/07/2015

File List

Name	File Size (bytes)	Datetime Created
BORADP44_98000.csv	31,079	04/30/2015 1:12:51.860313PM EDT
BORADP44_98000.txt	128,205	04/30/2015 1:12:51.860313PM EDT
SQR_BORADP44_7153982.log	1,901	04/30/2015 1:12:51.860313PM EDT
boradp44_7153982.PDF	33,714	04/30/2015 1:12:51.860313PM EDT
boradp44_7153982.out	13,405	04/30/2015 1:12:51.860313PM EDT

Distribute To

Distribution ID Type

*Distribution ID

User

OIITDUREN

Return

The files are produced in 3 formats. These can be saved for reconciliation backup documentation.

Section 4: Next Steps

For detailed steps on how to submit TIGA reporting data to the Department of Audits and Accounts, refer to the document *TIGA Reporting User's Guide* available on the GeorgiaFIRST Financials website, DOAA Reporting page at: http://www.usg.edu/gafirst-fin/documentation/category/doaa_reporting/