

ANNOUNCEMENT

TO: GeorgiaFIRST Financials Users

POSTED: April 23, 2019

SUBJECT: Additional Options for Budget Prep Summer Faculty Entry

As Cohort 5 blackout dates will shorten the normal window for Budget Prep Load, this year ITS recommends loading Budget Prep soon after the Board of Regents approves budgets.

The short window to load Budget Prep may cause issues with summer faculty entry as rosters may not be complete at this time. At the request of institutions and after further discussion, ITS tested the following alternative process:

FOR ALL 10-MONTH FACULTY POSITIONS:

To facilitate summer faculty entry, ITS recommends end users enter rows before Budget Prep load for all 10-month faculty as if they are teaching during the Summer semester by following the steps below:

1. Confirm all relevant positions have a 06/01/19 SWB Row
2. Insert a 06/01/19 RWB row with \$0 compensation
3. Insert an 08/01/19 SWB row as sequence 0

For employees teaching during the Summer semester, no further changes are required in Job.

FOR 10-MONTH FACULTY POSITIONS THAT DO NOT TEACH SUMMER:

Often employees set up in steps 1-3 above will not teach Summer semester courses. For these employees, complete the steps below after Budget Prep Load but before 08/01/19:

1. Confirm that Budget Prep loaded and inserted rows on 08/01/19 for all relevant positions
2. Confirm that the 08/01/19, sequence 0 SWB row from step 3 is still a "future" row
3. Insert a 06/01/19 SWB row on top of the 06/01/19 RWB row created before Budget Prep load
4. Delete the future dated 08/01/19, sequence 0 SWB row created before Budget Prep load

If you have any questions, comments, or concerns with the recommendations above please contact ITS Helpdesk [here](#).

ORIGINALLY POSTED: Refer to the original announcement dated April 10, 2019 on the GeorgiaFIRST Financials website [here](#).

MORE INFORMATION AND SUPPORT: For business impact issues, contact the ITS Helpdesk at helpdesk@usg.edu or https://www.usg.edu/customer_services/about_us/contact/.

