

ANNOUNCEMENT

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: May 1, 2023

SUBJECT: Budget Prep Upload File for COLA Increase Phase 1 Eligible Employees Salary Adjustments

ITS will host a meeting for institutions using the Personal Services Upload process on Wednesday, May 03, 2023, at 1:00 p.m. The purpose of this meeting is to assist with the creation of the upload file for COLA increase Phase 1 eligible employees salary adjustments to Budget Prep. If you have not done so already, please submit a ServiceNow ticket to oneusgsupport@usg.edu requesting assistance with creating the Budget Prep upload file.

If users are unable to attend the meeting, the presentation will be available on the GeorgiaFIRST Financials website the following day.

MORE INFORMATION AND SUPPORT: For business impact issues, contact the ITS Helpdesk at helpdesk@usg.edu or via the [ITS Customer Services website](#).