

Transparency in Government Act (TIGA) Reporting Salary and Travel Data Payments and Obligations Data

For FY 2016 Transparency in Government Act (TIGA) reporting requirements see the following information used in the process to submit data to the Department of Audits and Accounts for publishing to the <http://open.georgia.gov> website. TIGA reporting information is included for Salary/Travel data, as well as Payments and Obligations expenditure data.

The website to login for Salary/Travel, Payments and Obligations is <https://www.audits.ga.gov/auth>

Data collected for FY 2016 will be published on the Open Georgia website no later than January 1, 2017.

Login and account access

If you had a login id and password from last year you can login to <https://www.audits.ga.gov/auth> with your current login id and password. If your organization had an email domain change in the last year, please notify webmaster@audits.ga.gov of this change so that your login account can be altered. Also, if your organization knows of a staffing change since last year that would impact who needs access to these systems, please send notification to webmaster@audits.ga.gov. Once you login, you should see both the Salary/Travel application and the Payments/Obligations application if you are submitting for both applications.

Security Phrase for data encryption

Each year, the system will ask the user for a **new** security passphrase for that submission year for each submission file. You can use the same security phrase on all three submissions (Salary/Travel, Payments and Obligations) or you can have 3 different security phrases if 3 different users submit 3 different files. This phrase will be used to encrypt the entity's confidential data and will be needed to view the EMPLOYEE ID / SSN / FEI field once the information is uploaded to the system.

SALARY AND TRAVEL DATA

The TIGA website for Salary/Travel data opens **July 11, 2016**. The deadline to submit Salary/Travel data is **August 15, 2016**.

Salary Amounts – As a general rule, the salary amount should include everything reported as compensation on the employee's Form W-2 Wage and Tax Statement. This includes, but is not limited to, salary, housing, subsistence, automobile and other allowances, salary supplements, bonuses, incentive plan payments, supplemental fringe benefits and employer paid deferred compensation payments except for the employer payments to the Supplemental Retirement Benefit Plan of the Employees' Retirement System of Georgia.

Salary/Travel file format

Note: Column headings are shown for illustration purposes only and should not be included in your file. This is only an example. The order of columns should be as follows:

Entity Code	Identifying number for employee	Last Name	First Name	Middle Initial or Middle Name	Suffix	Job Code or Non-Salaried Indicator Number	Total Salary Amount	Total Travel Amount
404	xxxxxxxx	COX	BOBBY	A	JR	A1266		55.00
404	xxxxxxxx	SMITH	M	WILLIS	JR	60101	45000.50	500.00
404	xxxxxxxx	JACKSON	FRANK			A0048	100000.50	1500.00
404	xxxxxxxx	BELL	CAROL	BROWN		99901		200.00
404	xxxxxxxx	SMITH	SUE	L		99902		3456.00

Other information regarding record layout for Salary Travel

- The Last, First, Middle and Suffix information should be in separate columns. All names are requested in UPPERCASE.
- **Monetary amount fields – include decimal with two positions** but no commas or other formatting. Ex: 1234.33
- **Identifying number** – State PeopleSoft system entities should use employee ID which must be 8 numbers – **include leading zeros** if necessary and do not include dashes or alpha characters within the number. All other entities should use Social Security number which should be a 9 digit number. Replace the xxxxxxxx in example above with either an 8 digit employee ID or 9 digit Social Security number.
- All Board members should be identified on the salary and/or travel report.
- Employee Count - We require a total count of employees on the payroll at June 30th. Please include this count along with the control totals.
- Users should submit a CSV (Comma Delimited File) to the Department of Audits TIGA reporting site. Please note that if you work with the CSV (Comma Delimited File) through Excel that you should make sure that the Employee ID/SSN/FEI column field is formatted as a text. This can be done by first opening XLS and then using the import data feature where you can assign the Employee ID/FEI column as text. If you open in Excel without importing, Excel will automatically drop the leading zeros from the field. If you open the file in Wordpad or Notepad or another text editor, you can verify that the leading zeros are formatted correctly.
- We will collect two control totals: **1)** total dollar amount submitted for total salaries and **2)** total dollar amount submitted for total travel.

PAYMENTS AND OBLIGATIONS DATA

The TIGA website for Payments and Obligations data opens **August 31, 2016**. The deadline to submit Payments and Obligations is **October 1, 2016**.

The file layout and specifications can be found on our website.

<http://www.audits.ga.gov/EAD/SchoolDistrictResources.html>

For help, please email tigahelp@audits.ga.gov