

## Transparency in Government Act (TIGA) Salary and Travel Submission Help

### Login / Account Creation

See the document *Login and Account Creation Instructions*.

### TIGA – Salary and Travel Submission Home Page

Welcome to the Transparency in Government Act Salary and Travel (TIGA) submission. This home page will guide you through the submission process. There are several steps, and each step must be completed prior to confirming your data. The home page will provide information on where you are in the process and what steps need to be completed. The **Current Action Requested** will tell you what step is to be completed next. The screenshot below shows the Current Action Requested is Upload. This is the step that you need to complete first.

Entity Name : AUDITS AND ACCOUNTS, DEPARTMENT OF	
Step 1: Upload Files	
Step 2: Review Records	
Step 3: Review/Add Contact Information	
Step 4: Confirm Files	
<b>Current Action Requested:</b>	Upload

### Passphrase

In order to access the Salary & Travel information, you will need to create a passphrase. Each year you will have to create a new Passphrase. You will need to establish this passphrase only once every submission year. The passphrase is used to encrypt the Employee ID/SSN#. There should only be one passphrase per entity per submission year. Therefore you will need to share this passphrase with others in your organization if you want them to be able to unencrypt the Employee ID/SSN#. This allows you to control who can see this information and have access to it. The first time you upload data, you need to create a passphrase so that once the data is uploaded the Employee ID/SSN# will be encrypted. **Note: Please make sure to use a passphrase**

that is different from your login password. We have the ability to recover your secure passphrase if lost or forgotten. Also, if you submit for more than one process or more than one organization, you will reuse this passphrase for all submissions to the Department of Audits for a submission year.

**Note: This passphrase is different than the account password that is created on the initial login screen.**

**To create a passphrase see screenshot below:**

The screenshot shows the 'Transparency in Government Act (TIGA) Salary and Travel Submission' interface. The top navigation bar includes 'Home', 'Upload Data', 'Browse Records', 'Contact Info', 'Confirm', 'Help', and 'Exit'. The 'Entity Name' is set to 'AUDITS AND ACCOUNTS, DEPARTMENT OF'. A yellow warning icon is visible next to the entity name. The main content area is titled 'Create Passphrase' and contains the following text: 'As an added security measure it is required that you create a passphrase to work with your confidential data fields. This will allow you to see your confidential information if needed. Please keep this passphrase in a secure location in order to work with the submission process for the current fiscal year. **Passphrase should be 8 to 50 characters and can contain spaces or special characters.**' Below this text are two input fields: 'Enter a new passphrase:' and 'Type it again:', followed by a 'Submit' button. A red box highlights the input fields and the 'Submit' button.

Enter in a passphrase which should be 8 to 50 characters in length. The passphrase can contain spaces or special characters. You can click on the passphrase icon  at any time to enter in the passphrase.

Once you have created a secure passphrase, you will need to enter the passphrase to upload your file, edit an Employee ID/SS# or add a record. Since you need to upload files first, the screenshot shows that a passphrase is required to upload the data.

The screenshot shows the 'Transparency in Government Act (TIGA) Salary and Travel Submission' interface. The top navigation bar includes 'Home', 'Upload Data', 'Browse Records', 'Contact Info', 'Confirm', 'Help', and 'Exit'. The 'Entity Name' is set to 'AUDITS AND ACCOUNTS, DEPARTMENT OF'. A yellow warning icon is visible next to the entity name. The main content area is titled 'Add PassPhrase' and contains the following text: 'Please Enter in your secure passphrase to begin working with this data.' Below this text is an input field labeled 'Enter your passphrase:' followed by a 'Submit' button. A red box highlights the input field and the 'Submit' button.

## Multiple Entities

If you will be submitting for multiple or attached entities, you will need to make sure that you choose the correct entity from the drop down box in the Entity Name field.

The screenshot shows the 'Salary and Travel Submission' interface. At the top, there is a green header with 'Transparency in Government Act (TIGA)' and 'Today's Date is: Jun 22, 2010'. Below the header is a navigation bar with 'Home', 'Upload Data', 'Browse Records', 'Contact Info', 'Confirm', 'Help', and 'Exit'. The 'Entity Name' dropdown menu is open, showing options: 'UNIVERSITY OF GEORGIA', 'APPLING COUNTY BOARD OF EDUCATION', 'AUDITS AND ACCOUNTS, DEPARTMENT OF', and 'UNIVERSITY OF GEORGIA'. Below the dropdown, a message says 'Welcome To Salary Travel Submission'. A progress bar shows four steps: 'Step 1: Upload Files', 'Step 2: Review Records', 'Step 3: Review/Add Contact Information', and 'Step 4: Confirm Files'. Each step has a yellow warning icon. The 'Current Action Requested' is 'Upload' with a green arrow icon.

## File Upload Screen

Once you enter your passphrase correctly, you will be sent to the **file upload** page.

The screenshot shows the 'Salary Travel File Upload' screen. At the top, there is a green header with 'Transparency in Government Act (TIGA)' and 'Today's Date is: Jun 18, 2010'. Below the header is a navigation bar with 'Home', 'Upload Data', 'Browse Records', 'Contact Info', 'Confirm', 'Help', and 'Exit'. The 'Entity Name' dropdown menu is set to 'AUDITS AND ACCOUNTS, DEPARTMENT OF'. Below the dropdown, a message says 'To upload files: select a file type, press 'browse' to locate your file, enter the control totals and employees at year end, and then press 'Submit''. The form fields are: 'File Type' (SALARY TRAVEL), 'File' (with a 'Browse...' button), 'Salary Control Total', 'Travel Control Total', and 'Employees at Year End'. A 'Submit' button is at the bottom.

Once you are ready to upload data into the DOAA Salary Travel System, you will need to click on the Upload Data button on the green bar. From this screen, you will be able to browse and find your salary and travel file. Then you will need to enter in your control totals for both salary and travel amounts. You will also need to enter in the number of employees at year end (EOY). Once you have completed the form you are ready to hit

the **Submit** button to submit your information. Your file must be in a comma delimited format and must conform to the following record layout.

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

**Please understand that your file must reconcile to your general ledger.**

Entity Code	Employee ID	Last Name	First Name	Middle Initial or Middle Name	Suffix	Job Code or Non-Salaried Indicator Number	Total Salary Amount	Total Travel Amount
404	00234567	COX	BOBBY	A	JR	A1266		55.00
404	00765431	SMITH	M	WILLIS	JR	60101	45000.50	500.00
404	00456789	JACKSON	FRANK			A0048	100000.50	1500.00
404	00345678	BELL	CAROL	BROWN		99901		200.00
404	00345789	SMITH	SUE	L		99902		3456.00

- **The system will not allow you to submit data like the following: SMITH, JR in the last name field. The system cannot accept this and it will be rejected. Also, commas or periods in the LAST, FIRST, MIDDLE or SUFFIX name fields will be rejected.**
- The Last, First, Middle and Suffix information should be in separate columns. All names are requested in UPPERCASE. Please check the format and spaces in all the files.
- **Monetary amount fields – include decimal with two positions** but no commas or other formatting. Example: 1234.33
- **Negative amounts** should be shown with a leading negative symbol (-) before the first numeral  
Example: -4352.22
- **Social Security Number/Employee ID** –if using SS #, this field must be 9 numbers – **include leading zero** if necessary and do not include dashes or alpha characters within the number. Ex: 091234569. If Employee ID is used, this field must be 8 numbers – include leading zero(s) if applicable.
- Some colleges put in a dummy S.S. # beginning with 999 or 888 to get the employee into the system and then go back and change them to the correct S.S. # when it becomes available. **Note: We will no longer be accepting any numbers beginning with a 999 or an 888.**
- **Salary** definition: 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.

### ***Additional Notes on Salaries and Travel***

1. Job Codes/Non-Salaried Indicator – The standard listing of Job Codes should be used for your entity. The Department of Audits will flag all records with invalid Job Codes. The Non-Salaried Indicator should be populated for cases where you have travel expense for persons with no salary. Please use one of the following codes to identify the situation: Use either an **A0048** for a “Board Member”, **99901** for a “Former Employee”, or **99902** for “Employed by Other State Organization”. *If an employee received travel only (job interview, etc.) before being actually employed & then received salary the following year, use the job code that they would be hired as.*
2. Employee Count – We require a total count of employees on the payroll at June 30<sup>th</sup>. Please include this along with the control totals when you submit your file.
3. All Board members should be identified on the travel report. If amounts were paid to a third party, include such amounts in the totals for the employee(s) for whom it was paid, not to a company, etc.
4. Name preference – In cases where a name for travel does not agree with the supposed same name for salary, the name for salary is the authoritative source.
5. For Salary and Travel data, if you have an employee with only one name (i.e. they only have a first name or they only have a last name), you can submit the record with a blank first name and/or blank last name but the record will be marked invalid and you will have to correct before you can confirm. Please notify DOAA by email to [tigahelp@audits.ga.gov](mailto:tigahelp@audits.ga.gov) if this condition applies to your entity.

## Browse Records

Today's Date is: Jun 22, 2010
Transparency in Government Act (TIGA)

Salary and Travel Submission
Open.Georgia.gov

Home Upload Data **Browse Records** Contact Info Confirm Help Exit

Entity Name: APPLING COUNTY BOARD OF EDUCATION

<b>Salary Control Total:</b> 22,521,989.05	<b>Travel Control Total:</b> 108,465.76
<b>Actual Salary Total:</b> 22,521,989.05	<b>Actual Travel Total:</b> 108,465.76

Salary Travel

Last Name:  Employee ID:  Apply Filter Clear Filter

Add Delete All 1 2 3 4 5 6 7 8 9 10 .. 78 Forward

Status	Employee ID	Last Name	First Name	Middle Name	Suffix	Title	Salary Amt	Travel Amt	
	NSPF9LkklxSjTbpfQ4swcA==	TAYLOR	SETH			Substitute Teacher	930.00	0.00	
	NSPF9LkklxQqb9NHJKDuA==	ALTMAN	SHANTILE			Substitute Teacher	1,995.00	0.00	
	XbZBvjkmBxAJIExVwUv5xw==	SMITH	SHEENA			Substitute Teacher	60.00	0.00	
	XbZBvjkmBxDB0HymnBnoUw==	DAVIS	SHELLY		F	Substitute Teacher	270.00	0.00	
	XbZBvjkmBxAftXBSr3odyg==	CORDERO	SHERREE			Substitute Teacher	60.00	0.00	
	XbZBvjkmBxCYrqRHtPfnBA==	BOATRIGHT	SHERRIE			Substitute Teacher	873.75	0.00	
	XbZBvjkmBxCk+wC6JmttNQ==	BLANTON	SHERRY			Substitute Teacher	2,563.13	0.00	
	XbZBvjkmBxAe3Mjp+JyZKw==	CURLIN	SHERRY			Substitute Teacher	3,791.51	0.00	
	XbZBvjkmBxB3mQfCY/f9AA==	ONEAL	SHIRLEY		A	Substitute Teacher	3,504.38	0.00	

Once your data is processed, you will be able to review your information. It is recommended at this time to review the control totals to make sure these match what was submitted.

<b>Salary Control Total:</b> 22,521,989.05	<b>Travel Control Total:</b> 108,465.76
<b>Actual Salary Total:</b> 22,521,989.05	<b>Actual Travel Total:</b> 108,465.76

Note: We do not publish the Employee ID field to the Open.Ga.gov website.

You must review your information and clear up any records that have been marked invalid. An invalid record will show as a red flag. You will not be able to confirm your submission until you correct these issues. On the screen, there is a quick filter to help you identify the invalid records. At any time in the review process, you can delete all records that have been loaded and correct these issues outside our system and then upload the file again, or you can correct individual invalid records within our system. All columns, except for the Employee ID/SS# column, are sortable by clicking on the column heading.

## Add New Record

To add a new record, you must enter your passphrase to unencrypt the data. Then, you need to add all of the fields and press the Create button. If you need to Cancel or Go Back to Browse, you can also do so from this screen.

Transparency in Government Act (TIGA) Today's Date is: Jun 21, 2010  
Salary and Travel Submission Open.Georgia.gov

Home Upload Data Browse Records Contact Info Confirm Help Exit

Entity Name AUDITS AND ACCOUNTS, DEPARTMENT OF

Back To Browse

Create Salary Travel

Entity code 404

Employee Id

Last Name

First Name

Middle Initial

Suffix

Title --- Please select one ---

Salary Amt

Travel Amt

Create Cancel

## Error Category

The system can also quickly show you if you have any errors. Errors show up as red flags. To be able to quickly identify different types of errors, the error category dropdown has been created. The Error Category box will provide several options based on your data to let you know if you have any errors. Some of the different error categories you may see are Invalid Employee ID, Duplicate Employee ID, Invalid Last Name (means it is blank), Invalid First Name (means it is blank), and All Errors. This dropdown box will also show you all valid records. If this dropdown box is not present then there are no errors.

Transparency in Government Act (TIGA) Today's Date is: Jun 22, 2010  
Salary and Travel Submission Open.Georgia.gov

Home Upload Data Browse Records Contact Info Confirm Help Exit

Entity Name UNIVERSITY OF GEORGIA

Salary Control Total: 608,969,172.38 Travel Control Total: 12,193,994.24  
Actual Salary Total: 608,969,172.38 Actual Travel Total: 12,193,994.24

Salary Travel

Last Name: Employee ID: Error Category: --- Please select one --- Apply Filter Clear Filter

Invalid Employee ID  
Duplicate Employee ID  
Invalid Last Name  
Invalid first name  
All Errors  
Valid

Status	Employee ID	Last Name	First Name	Middle Name	Suffix	Title	Salary Amt	Travel Amt	
✗	11111775	MARABLE	AMANDA	B		Public	59,621.94	4,703.42	H
✗	11111776	MCLEAN	AMANDA	B		Research Professional AD	39,809.00	0.00	H
✗	11111777	NEWMAN	AMANDA	B		Office / Clerical Assistant	10,414.50	568.75	H
✗	11111778	NEWSOM	AMANDA	B		Academic Services Professional	886.00	0.00	H

### Example of Invalid Employee ID records

Once you choose the invalid employee ID from the Error Category drop down you will see the records that are invalid. These records need to be corrected.

Transparency in Government Act (TIGA) Today's Date is: Jun 22, 2010

Open.Georgia.gov

Home Upload Data Browse Records Contact Info Confirm Help Exit

Entity Name UNIVERSITY OF GEORGIA

Salary Control Total: 608,969,172.38 Travel Control Total: 12,193,994.24  
Actual Salary Total: 608,969,172.38 Actual Travel Total: 12,193,994.24

Salary Travel

Last Name: Employee ID: Error Category: Invalid Employee ID Apply Filter Clear Filter

Add Delete All

Status	Employee ID	Last Name	First Name	Middle Name	Suffix	Title	Salary Amt	Travel Amt	
	11	WEBSTER	A	B		Professor	109,039.86	1,371.91	
	11	COCHRAN	A	C		Skilled Craftsperson	35,023.81	0.00	
	1111	LEWIS	A	J	III	Department Chair/Head AC	159,444.42	392.89	

## Edit Record

To correct a record use the  icon on the Browse Records screen to edit the record.



The screenshot shows the 'Edit Salary Travel' form. At the top, there is a green header with 'Transparency in Government Act (TIGA)' and 'Today's Date is: Jun 21, 2010'. Below the header is a navigation bar with 'Home', 'Upload Data', 'Browse Records', 'Contact Info', 'Confirm', 'Help', and 'Exit'. The 'Entity Name' is set to 'APPLING COUNTY BOARD OF EDUCATION'. The form contains the following fields:

Entity ID	6011
Employee Id	111111478
Last Name	TAYLOR
First Name	SETH
Middle Name	
Suffix	
Title Code	Substitute Teacher 999
Salary Amt	930.0
Travel Amt	0.0

At the bottom of the form, there are three buttons: 'Update', 'Delete', and 'Cancel'.

Once you have edited the record, press update to save your changes.



The screenshot shows the 'Show Salary Travel' form. At the top, there is a green header with 'Transparency in Government Act (TIGA)' and 'Today's Date is: Jun 21, 2010'. Below the header is a navigation bar with 'Home', 'Upload Data', 'Browse Records', 'Contact Info', 'Confirm', 'Help', and 'Exit'. The 'Entity Name' is set to 'APPLING COUNTY BOARD OF EDUCATION'. A blue message box at the top of the form area says 'Record updated successfully'. The form contains the following fields:

Entity Id	6011
Employee Id	111111478
Last Name	TAYLOR
First Name	SETH
Middle Name	
Suffix	
Title Code	Substitute Teacher
Salary Amt	930.00
Travel Amt	0.00

At the bottom of the form, there are three buttons: 'Edit', 'Delete', and 'Cancel'.

## History

The system also keeps a full history of changes that have been made. To see the changes, click on the  icon.

## Contact Review / Update

Please add or review your contact information listed in this section. The 1<sup>st</sup> contact section is a list of contacts at your organization that you would like to receive correspondence about this particular process. The 2<sup>nd</sup> contact section will be used to provide to the Georgia Call Center for public inquiry as to any questions with the data that is published to Open.Ga.gov.

The listings for both sections can be the same.



Transparency in Government Act (TIGA) Today's Date is: Jun 28, 2010

Salary and Travel Submission Open.Georgia.gov

Home Upload Data Browse Records Contact Info Confirm Help Exit

Entity Name APPLING COUNTY BOARD OF EDUCATION

Contact

**List of Contacts For Official Correspondence**

Please verify or enter the official contact at your agency for electronic letters and information regarding this process from the Department of Audits and Accounts. You can list as many individuals as you would like.

Add

Name	Designation / Title	Phone Number	E-mail
Danny Smith	CFO	123-123-1234	Danny@aol.com
ccd	ddde	123-212-4455	ccd@adc.com

**List of Contacts to Answer the Public's Questions**

Please add or verify the contact information. Contact(s) will be responsible for responding to calls or emails from the public regarding your organization's Salary/Travel information.

Add

Name	Designation / Title	Phone Number	E-mail
ccd	ddde	123-212-4455	ccd@adc.com
abc	bcd	112-223-7788	abc@abc.com

## Confirmation Screen

Once all your information has been reviewed and you feel confident that the numbers are correct, please press the confirm button. This will complete the Salary and Travel submission.

Transparency in Government Act (TIGA) Today's Date is: Jun 18, 2010

Salary and Travel Submission Open.Georgia.gov

Home Upload Data Browse Records Contact Info Confirm Help Exit

Entity Name AUDITS AND ACCOUNTS, DEPARTMENT OF

Confirmation

Clicking *Confirm* signifies the following:

I hereby certify that this data submission accurately represents the information recorded in my organization's accounting system with regard to the reporting requirements set forth in the Official Code of Georgia Annotated (O.C.G.A.), Section 50-6-27. I understand that this information excluding the SS# will be made public on Open.Georgia.gov on January 1st of each year and that my organization is responsible for responding to inquiries from interested parties concerning this information.

File Type	Total Salary Amount	Total Travel Amount	Status
SALARY TRAVEL	\$0.00	\$0.00	Not Started

Confirm

## Status

Once you are finished, you will receive the following message:

Transparency in Government Act (TIGA) Today's Date is: Jun 22, 2010

Salary and Travel Submission Open.Georgia.gov

Home Upload Data Browse Records Contact Info Confirm Help Exit

Entity Name HUMAN RESOURCES, DEPARTMENT OF

Salary and travel file has been confirmed.

Confirmation

Clicking *Confirm* signifies the following:

I hereby certify that this data submission accurately represents the information recorded in my organization's accounting system with regard to the reporting requirements set forth in the Official Code of Georgia Annotated (O.C.G.A.), Section 50-6-27. I understand that this information excluding the SS# will be made public on Open.Georgia.gov on January 1st of each year and that my organization is responsible for responding to inquiries from interested parties concerning this information.

File Type	Total Salary Amount	Total Travel Amount	Status
SALARY TRAVEL	\$404,399,241.98	\$6,291,486.12	Confirmed

The screen will also show a status of Confirmed with a green checkmark.

If you go back to the home page you will see that all steps have been completed.

Transparency in Government Act (TIGA) Today's Date is: Jun 22, 2010  
Salary and Travel Submission Open.Georgia.gov

Home Upload Data Browse Records Contact Info Confirm Help Exit

Entity Name HUMAN RESOURCES, DEPARTMENT OF

Salary and travel file has been confirmed.

Welcome To Salary Travel Submission

Entity Name : HUMAN RESOURCES, DEPARTMENT OF	
Step 1: Upload Files	✓
Step 2: Review Records	✓
Step 3: Review/Add Contact Information	✓
Step 4: Confirm Files	✓
Current Action Requested:	✓ You're Done!

### **Troubleshooting your submission / FAQ**

- Q.** Why am I getting a structure error on my file?  
**A.** Please reference the file upload section for the correct number of fields. Review your file in notepad or another text editor to see any issues.
- Q.** The system gives me a message that the SS# length should be 9. Why am I getting that error?  
**A.** There are missing leading zeros on SS#. The leading zeros will be dropped if the CSV is opened in MS Excel.
- Q.** The system gives me a message that the employee ID length should be 8. Why am I getting that error?  
**A.** There are missing leading zeros on employee ID. The leading zeros will be dropped if the CSV is opened in MS Excel.
- Q.** I already have an account with the Department of Audits. How do I gain access to another process?  
**A.** You do not create a new account but request access using an existing account.
- Q.** My email domain has changed since last year. What do I do?  
**A.** You can log in using last year's email address and then change your account email to the new one.
- Q.** I created an account. How long should I wait for the activation email?  
**A.** This email is sent within fifteen minutes of account creation.