

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

## Login / Account Creation

- Login page: <http://www.audits.ga.gov/auth>
- Account Creation Instructions:  
<https://www.audits2.ga.gov/resources/other/tiga/?rpage=submissions>

## TIGA – Salary and Travel Submission Home Page

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.

## Encryption Token

The encryption token is used to encrypt the Employee ID # only. If you need to share this encryption token with others in your organization or if you want them to be able to unencrypt the Employee ID # then you can share this with them at that time. This allows you to control who can see this information and have access to it. The first time you upload data, an encryption token will be automatically created in the background to encrypt your data.

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

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

The screenshot shows the 'Encryption Token Entry' form. At the top, it says 'Transparency in Government Act (TIGA) – Salary & Travel' and 'Today's Date is: Jun 05, 2019'. Below the header is a navigation bar with links: Home, Upload Data, Browse Records, Contact Info, Confirm, Help, Exit. The main content area is titled 'Encryption Token Entry' and contains a message: 'Enter the Encryption Token to unlock confidential data:'. There is a text input field for the token, followed by two buttons: 'Encryption Token' and 'Submit'.

## 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.

Welcome To Salary & Travel Submissions

The screenshot shows the 'Entity Name' dropdown menu. A blue arrow points to the dropdown. The menu is open, showing a list of entities: 'Audits and Accounts, Department of', 'Agricultural Commodity Commission for Blueberries', 'Audits and Accounts, Department of', 'Community Health, Department of', 'Defense, Department of', and 'Georgia State University'. Below the list is an 'Encryption Token' link. At the bottom of the page are three icons: 'Instructions', 'FAQ', and 'Contact'.

Upload Files	
Review Records	
Review/Add Contact Information	
Confirm Files	
Current Action Requested:	
	Upload

## File Upload Screen

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

The screenshot shows the 'Salary Travel File Upload' form. At the top, it says 'Entity Name' with a dropdown menu set to 'Audits and Accounts, Department of'. Below this is a green banner with instructions: '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 main form area is titled 'Salary Travel File Upload' and contains the following fields: 'File Type' (dropdown menu set to 'SALARY TRAVEL'), 'File' (text input with 'Choose File' and 'No file chosen' buttons), 'Salary Control Total' (text input), 'Travel Control Total' (text input), 'Employees at Year End' (text input), and a 'Submit' button.

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.**

**FILE LAYOUT FOR *MOST ENTITIES***

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	50000	1000
404	00765431	SMITH	M	WILLIS	JR	60101	50000	
404	00456789	JACKSON	FRANK			A0048	50000	500
404	00345678	BELL	CAROL	BROWN		99901	50000	500
404	00345789	SMITH	SUE	L		99902	50000	500

**FILE LAYOUT FOR *UNIVERSITIES* ORG TYPE**

Entity Code	Employee ID	Last Name	First Name	Middle Initial or Middle Name	Suffix	Job Code or Non-Salaried Indicator Number	Total Salary Amount	Affiliated Amount	Total Travel Amount
404	00234567	COX	BOBBY	A	JR	A1266	50000		1000
404	00765431	SMITH	M	WILLIS	JR	60101	50000	500	
404	00456789	JACKSON	FRANK			A0048	50000	500	500
404	00345678	BELL	CAROL	BROWN		99901	50000	200	500
404	00345789	SMITH	SUE	L		99902	50000		500

- **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.

- 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.
- 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 [tigaahelp@audits.ga.gov](mailto:tigaahelp@audits.ga.gov) if this condition applies to your entity.

## Browse Records

Browse Salary Travel Records

Entity Name: Audits and Accounts, Department of

No. of Emp at Year End: 10

Salary Control Total:	10.00	Travel Control Total:	10.00
Actual Salary Total:	10.00	Actual Travel Total:	10.00

Last Name:  Employee ID:  Error Category: --- Please se

Status	Employee ID	Last Name	First Name	Middle Name	Suffix	Title	Salary Amt	Travel Amt
	qoa8ox0txG29I3A6GZsokg==	E	CHANCE	L		BOARD MEMBER	1.00	1.00
	g/eonI4gpzGyh2TIH2DHPA==	D	OMAR	I		FORMER EMPLOYEE	1.00	1.00
	g/eonI4gpzGyI/LBSUYCNA==	C	JASON	H		BOARD MEMBER	1.00	1.00
	g/eonI4gpzGT5yqPCuyng==	B	TOM	G		EMPLOYED BY OTHER STATE ORG	1.00	1.00
	qXzwMvz6JQ2Lb5TuHGEBbg==	A	RAFIEL	F		BOARD MEMBER	1.00	1.00
	Q0fd+y8JQsxoh8tkLF/GQ==	E	JOHNNY	E		FORMER EMPLOYEE	1.00	1.00
	Q0fd+y8JQsyDmsbfCd+/oA==	D	MATT	D		BOARD MEMBER	1.00	1.00
	NNnTIArZmr8fLTbSPed2QA==	C	BOBBY	C		BOARD MEMBER	1.00	1.00
	YUQy5r+lrYk=	B	MICHAEL	B		FORMER EMPLOYEE	1.00	1.00
	1gf4CIULgeCqfoYJYDa09Q==	A	STEVE	A		ACCOUNTANT 1	1.00	1.00

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.

Salary Control Total:	22,521,989.05	Travel Control Total:	108,465.76
Actual Salary Total:	22,521,989.05	Actual Travel Total:	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 encryption token 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.

Create Salary Travel

Entity code	<input type="text" value="404"/>
Employee Id	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Suffix	<input type="text"/>
Title	--- Please select one --- <input type="checkbox"/>
Salary Amt	<input type="text"/>
Travel Amt	<input type="text"/>

## 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.

**Entity Name:** Audits and Accounts, Department of ▼

+ Add Single Record

🗑️ Delete All Records

🔒 Unlock Confidential Data

i Encryption Token

➔

Error Category: --- Please se ▼
 

--- Please select one ---  
 Invalid Employee ID  
 All Errors  
 Valid

		Status	Employee ID	Last Name	Middle Name
✎	✖	🚩	qoa8oxOtxG29I3A6GZsokg==	E	L
✎	✖	🚩	g/eonI4gpzGyh2TIH2DHPA==	D	OMAR I
✎	✖	🚩	g/eonI4gpzGyI/LBSUyCNA==	C	JASON H
✎	✖	🚩	g/eonI4gpzGT5yqPCuynng==	B	TOM G
✎	✖	🚩	qXzwMvz6JQ2Lb5TuHGEBbg==	A	RAFIEL F

## 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.

Status	Employee ID	Last Name	First Name	Middle Name	Suffix
	qoa8oxOtxG29I3A6GZsokg==	E	CHANCE	L	BOAR
	g/eonI4gpzGyI/LBSUyCNA==	C	JASON	H	BOAR
	g/eonI4gpzGT5yqPCuynng==	B	TOM	G	EMPL
	qXzwMvz6JQ2Lb5TuHGEbbg==	A	RAFIEL	F	BOAR

## Edit Record

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

Back To Browse Add Salary Travel

### Edit Salary Travel

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

Update Delete Cancel

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

Record updated successfully


Back To Browse New Salary Travel

### Show Salary Travel

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

Edit Delete 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.

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 that the numbers are correct, please press the confirm button. This will complete the Salary and Travel submission.

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 and I am aware that 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. 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.

## Status

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

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.

### Welcome To Salary & Travel Submissions

Entity Name: Agricultural Commodity Commission for Blueberries

Encryption Token

[Instructions](#) [FAQ](#) [Contact](#)

Upload Files	
Review Records	
Review/Add Contact Information	
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 need to create a new account with the new address.

**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.