



**DATE:** July 19, 2012  
**TO:** Chief Fiscal Officers  
**FROM:** Alan Skelton, State Accounting Officer  
**RE:** Salary and Travel Review



The purpose of this memo is to provide information for all organizations supported by SAO's TeamWorks Financials and HCM systems related to the legislatively required reporting of salary and travel expense information.

The Salary and Travel (ST) process requires agencies to review, correct, and approve data extracted from the TeamWorks HCM and Financials systems. This data confirmation process is performed annually by all state agencies to provide an annual reporting of salary and travel expenses. A similar process is used by DOAA to report salary and travel expenses for organizations supported by other financial accounting and payroll systems.

The requirements associated with the provision of this data are contained in §50-6-32 and §50-6-27 of the Official Code of Georgia Annotated (OCGA).

**Important Dates and Key Deadlines for TeamWorks Agencies**

Please see the following dates of activities to be performed by SAO TeamWorks supported agencies in connection with the Salary and Travel review, correction and approval process.

TeamWorks Agency Responsibilities	Due Dates
<ul style="list-style-type: none"> <li>• Confirm or designate users to access, review, correct, or approve ST data on its behalf</li> <li>• Confirm or request the appropriate TeamWorks security privileges to allow each agency's designated employee(s) to perform all required functions required for the ST process</li> <li>• Enter new employees into the TeamWorks system prior to the year-end FY12 period 998 close</li> </ul>	<b>07/20/2012</b>
Review, correct and approve Salary and Travel data.	<b>08-01-2012 thru 08/17/2012</b>
Submit Salary and Travel expense data to DOAA in the required format.	<b>08/17/2012</b>

## **Prior to Year-End Close FY12**

### ***Review of employee data***

In preparation for the ST review/confirmation/approval process, each SAO TeamWorks supported agency should ensure that all new employees that are not currently in the TeamWorks Financials (for travel expenses) or HCM (for payroll expenses) systems be entered prior to the year-end FY12 period 998 close (i.e., by July 20, 2012). After the period 998 close, transactions for new employees who were employed by the agency and incurred travel or payroll expenses but had not yet been added to the system for payroll purposes cannot be added to the TeamWorks system for the applicable fiscal year.

New employees may be added to the data extracted from TeamWorks either prior to uploading to the DOAA TIGA submission website, or they may be added once the upload has occurred. Instructions for adding new employees to the data extract before the DOAA upload process are contained within the *Review and Edit Salary and Travel Data: Salary and Travel Queries and CSV Conversion* job aid referenced below.

### ***Review of security access***

Additionally, to ensure that agencies have the ability to access the TeamWorks environment to perform the ST review/confirmation/approval processes, agency management should:

- Confirm or designate users to access, review, correct, or approve ST data on its behalf
- Confirm or request the appropriate TeamWorks security privileges to allow each agency's designated employee(s) to perform all required functions required for the ST process

The security classes (or types of access) available for those employees who will be involved in the ST process are:

- Inquiry, Reports and Query Class - provides the ability to inquire on agency data and run reports and queries
- Edit Class - provides the ability to correct agency data
- Approval Class - provides the ability to perform the agency approval

To obtain a Security Application, contact your agency's TeamWorks Security Administrator or the State Accounting Office Customer Service Center at 404-657-3956.

## **After Year-End Close FY12**

Once FY12 year-end processing is complete, information to support the review, correction and approval of ST information will be extracted directly from the TeamWorks Financials and HCM systems by agency-designated users into specified tables which support the review/correction/approval process. As mentioned above, agency management will have from August 1<sup>st</sup> to August 15<sup>th</sup> to review and correct the ST information, and will have until August 15<sup>th</sup> to submit the confirmed ST data to DOAA. Further, please be advised that agencies are to "approve" the ST data even if no changes are needed.

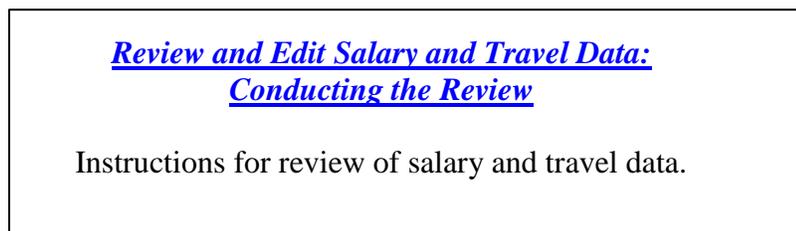
When reviewing and applying corrections to their respective salary and travel expense data, each agency should:

- Review and correct the ST data either before submitting to the DOAA or in the DOAA website application for Salary and Travel.
- Perform and maintain reconciliation between the totals reported for salary and travel in the DOAA website application and their totals reported for salary and travel in TeamWorks Financials and HCM.
- Maintain the integrity of the file format and field lengths.
- Ensure the proper reporting of Board Member payments, non-salaried indicators and Job Code Descriptions.
- Appropriately segregate data for an assigned/attached agency that is classified as part of the State of Georgia's reporting entity, and submit data these agencies to the DOAA website application for Salary and Travel.

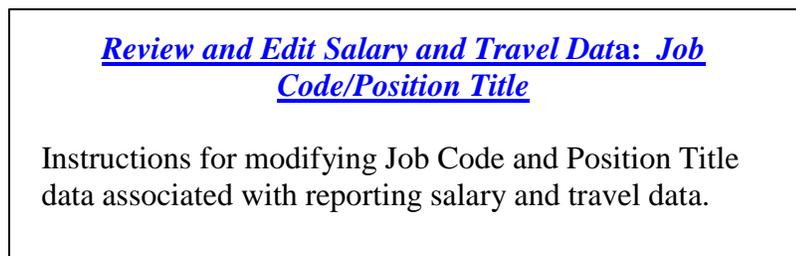
Once the review, correction and approval processes have been completed in TeamWorks, the following queries should be run to extract data from TeamWorks which will be uploaded into the DOAA TIGA submission website for Salary and Travel. The extracted data will be generated in Excel, and instructions addressing how to convert the file to a CSV format for uploading to DOAA's TIGA website for Salary and Travel reporting are contained below in the ***Review and Edit Salary and Travel Data: Salary and Travel Queries and CSV Conversion*** job aid at Step #4 below. This job aid also contains detailed instructions addressing how the queries should be used for the review process. Please remember that the upload of the ST files along with their review, correction and approval must be completed and submitted to DOAA by August 15, 2012.

Detailed instructions associated with the Salary and Travel procedures referred to above are located within the Job Aids referenced below:

**Step 1.**



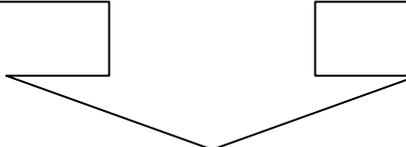
**Step 2.**



*Step 3.*

***Review and Edit Salary and Travel Data: Related Business Units***

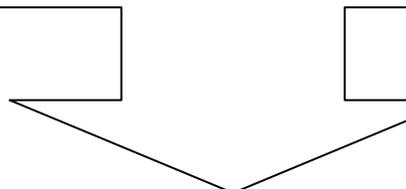
Instructions for identifying and separating salary and travel data for employees of assigned/attached Business units



*Step 4.*

***Review and Edit Salary and Travel Data: Salary and Travel Queries and CSV Conversion***

This job aid covers the instructions for running the salary and travel queries to Excel, adding additional rows of data to the Excel file (if needed), segregating data for assigned/attached agencies (if needed), and converting the Excel file to CSV. This job aid also addresses how this data should be uploaded to the DOAA TIGA Salary and Travel submission website.



*Step 5.*

Upload to DOAA's Transparency in Government Act (TIGA) submission website for Salary and Travel data to "approve" or "confirm" expenses for TIGA reporting purposes.