Relocation Payment Process

Office of Faculty Affairs (OFA) Relocation Funding Request Flowchart

Colleges/Schools/Unit Creating the Commitment

- Relocation support is to be treated like any other new faculty commitment and be entered in the GT-TRACS package on the Commitments tab
- 2. The commitment should be entered in *total*; both OFA and School/Unit support, if applicable, are entered on the Commitments tab.
- 3. When entering the OFA commitment, please use the "Relocation" category and Funding Org Number 609 Faculty Affairs.

Units should also use the "Relocation" category if they are committing additional funds. GT-TRACS
Package
Approved
&
Executed
Offer Letter
Uploaded

Colleges/Schools/Unit Requesting the Allocation

Requesting funds will be the same as with other commitments; the allocation must be requested by your school/unit financial administrator via GT-TRACS.

Note: Please add the worktag (Cost Center/Org) to which the funds should be transferred in the comment section in GT-TRACS.

Provost's Office Financial Manager will transfer the funds to the departmental Cost Center (Org) via appropriate budget amendment.



- Submit One-Time Payment
 Form in OneUSG Connect and
 attach Relocation Repayment
 Agreement form and offer letter
 to the transaction.
- 3. Ad hoc Gregory Hampton into the transaction after level four.

Refer to the <u>GTHR Payroll</u> <u>Calendar</u> for the relocation payment request timeline.



OFA team will add a note in GT-TRACS to inform the Provost's Office Financial Manager when the funds TRANSFER should be sent to the Unit.

