



ANNOUNCEMENT

TO: Georgia*FIRST* PeopleSoft Financials Users

POSTED: May 1, 2023

SUBJECT: Budget Prep Upload File for COLA Increase Phase 1 Eligible Employees Salary Adjustments

ITS will host a meeting for institutions using the Personal Services Upload process on Wednesday, May 03, 2023, at 1:00 p.m. The purpose of this meeting is to assist with the creation of the upload file for COLA increase Phase 1 eligible employees salary adjustments to Budget Prep. If you have not done so already, please submit a ServiceNow ticket to oneusgsupport@usg.edu requesting assistance with creating the Budget Prep upload file.

If users are unable to attend the meeting, the presentation will be available on the Georgia*FIRST* Financials website the following day.

MORE INFORMATION AND SUPPORT: For business impact issues, contact the ITS Helpdesk at helpdesk@usg.edu or via the [ITS Customer Services website](#).