



## 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

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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](mailto: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.

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