Relocation General Payment Process

Office of Faculty Affairs (OFA)
Faculty Relocation Funding Request Flowchart

Colleges/Schools Creating the Commitment
1. Relocation support should be treated like any other new faculty commitment and be entered in the GT TRACS package on the commitment tab.
2. The commitment should be entered in total, meaning both OFA and School support, if applicable, are represented on the commitment tab.
3. When entering the OFA commitment, please use the “Relocation” category and Funding Org Number 616 – FacAffairs. Schools should also use the “Relocation” category if they are supply additional funds.

Colleges/Schools Requesting the Allocation
1. Requesting funds will be the same as with other commitments. However, the completed Relocation Repayment Agreement and Lump-Sum Payment form will be required prior to funds being released.
2. The form will require financial accounting information. Please use DE00002389 (Old PS# 6161101) for Academic Faculty or DE00004697 (Old PS# 6166600) for Research Faculty.

VPGEFD Financial Manager will zero out the commitment in GT-TRACS for org# 616 only

OFA team will add a note in system and inform the VPGEFD Financial Manager when the payment is ready to be processed

3. Upload completed/signed form to the GT TRACS attachment tab.
4. Funds may then be requested by your schools financial administrator for GT TRACS. Note, requests for relocation funds must be at least 10 business days prior to payroll running for the month of employment**

**See the attached monthly fiscal year 2019 payroll calendar for the relocation payment request date