Relocation General Payment Process

Office of Faculty Affairs (OFA)
Relocation Funding Request Flowchart

**Colleges/Schools/Unit Creating the Commitment**

1. 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 616 – Faculty Affairs. Units should also use the “Relocation” category if they are committing additional funds.

**Colleges/Schools/Unit Requesting the Allocation**

1. Requesting funds will be the same as with other commitments. However, the signed/executed offer letter, Relocation Repayment Agreement, and Lump-Sum Payment forms will be required in the GT-TRACS package prior to the funds being released.
2. The payment form will require financial accounting information. Please use DE00002389 (old PS# 6161101) for Academic Faculty or DE00004697 (old PS# 6166600) for Research Faculty.
3. Upload completed/signed form to the GT-TRACS Attachments tab.
4. The allocation may then be requested by your school/unit financial administrator via GT-TRACS. Note, requests for relocation funds must be made at least 10 business days prior to payroll running for the month of employment.**

****Refer to the GTHR Payroll Calendar for the relocation payment request date.

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GT-TRACS Package Approved & Executed Offer Letter Uploaded

Provost’s Office Financial Manager approves and submits the executed offer letter and two required forms to GTHR Payroll and notifies school/unit financial administrator to zero out any unit commitment, if applicable.

Provost’s Office Financial Manager will zero out the commitment in GT-TRACS for Funding Org Number 616 (Faculty Affairs) only.

OFA team will add a note in GT-TRACS to inform the Provost’s Office Financial Manager when the payment is ready to be processed.