Relocation 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.

**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.

**1. Upload Relocation Repayment Agreement form into GT-TRACS.**

**2. 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 GTHR Payroll Calendar 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.**