



GA@WORK

Delivered by The NextGen Project

HR Community NextGen Update

April 14, 2026

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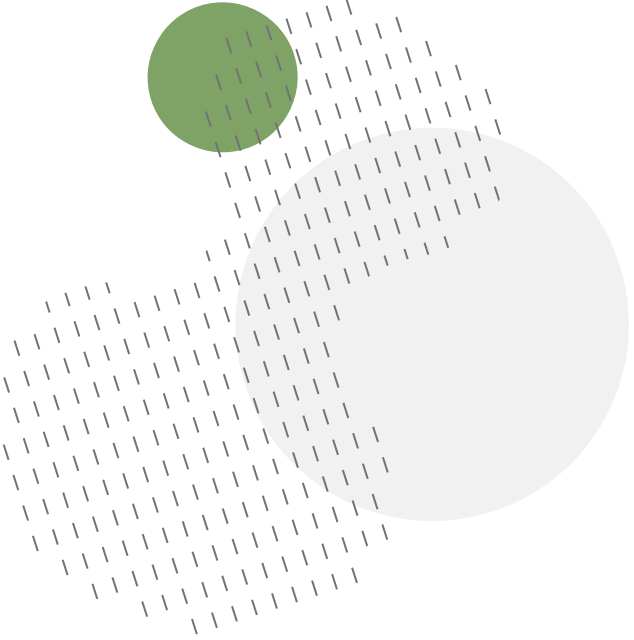
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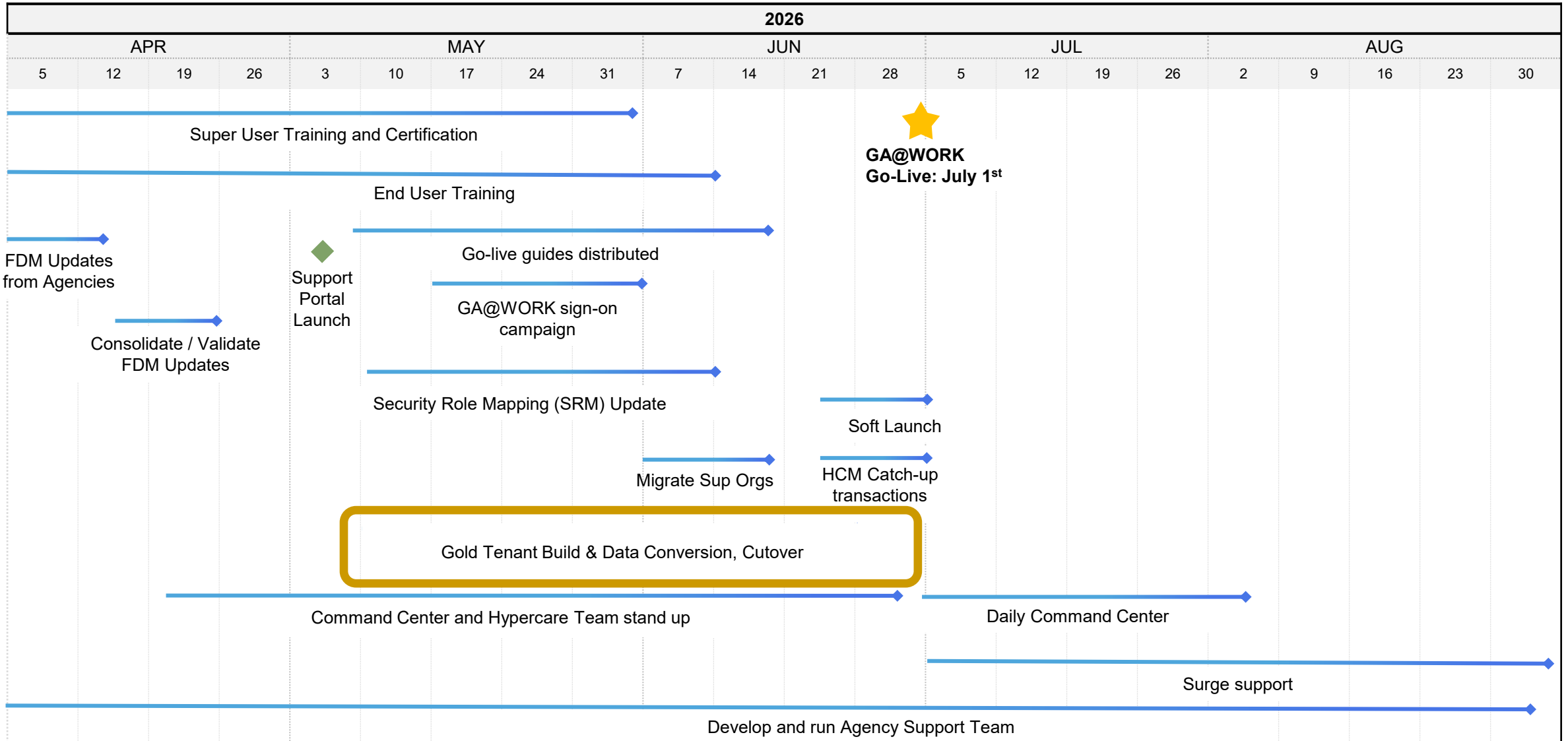
Agenda

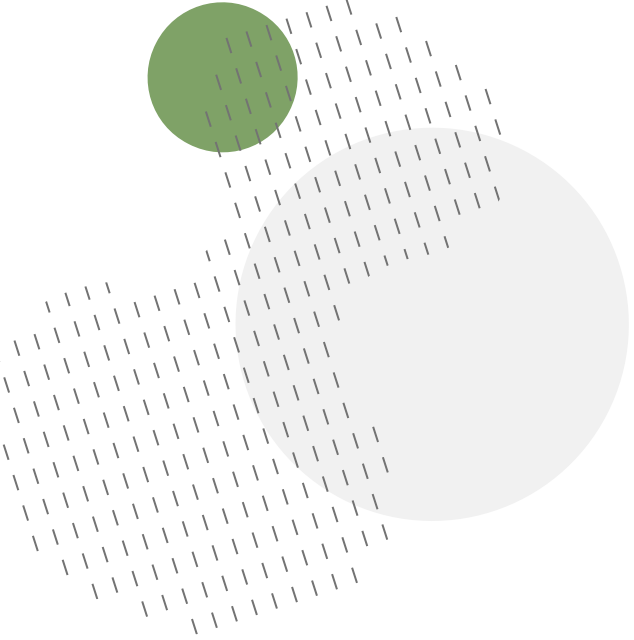
- Welcome
- NextGen Project Timeline
- Data Cleanup
- GA@WORK Crosswalk HCM Reports
- Payroll Community
- Critical Courses
- Training
- Learning Management
- Agency Internal Support Approach
- Cutover / Get to Go-Live Key Dates
- Support Portal Launch
- GA@WORK Change Management



NextGen Project Timeline

July 2026 go-live timeline





Data Cleanup

Path to Benefits Eligibility

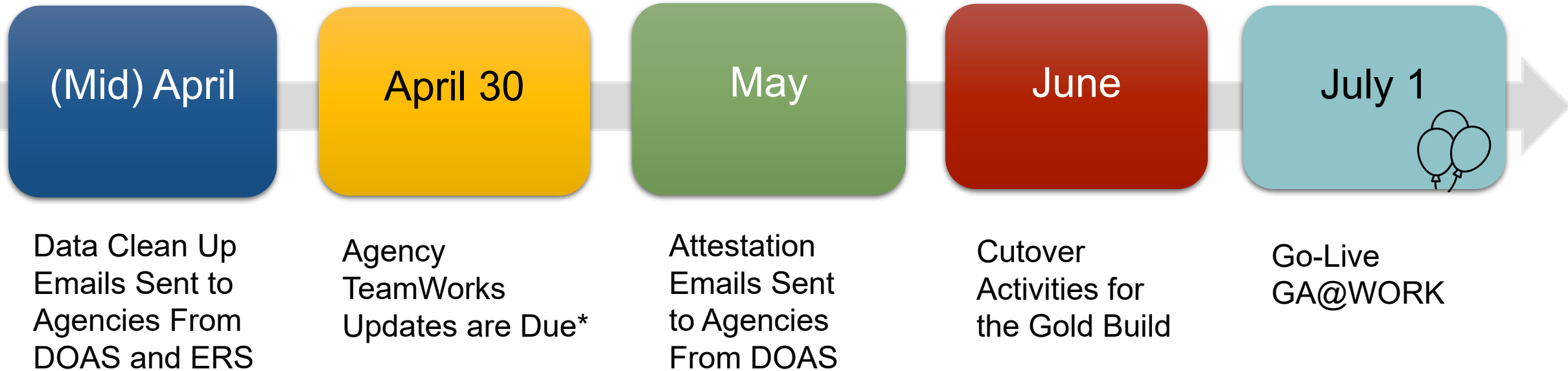
Path to Benefits Eligibility Chart (REV March 2025)

State Chart of Accounts (SCOA) Employment Types	Pay Rate Type	Scheduled Weekly Hours ³	Benefit Plans	Benefit Program/ Group	Teamworks Allowable Empl Record
Regular OR Permanent Labor	Hourly or Salaried	30 - 34	Health Benefits, Flexible Benefits, Pension (GDGP, JRS, LRS or TRS), Peach State Reserves (401(k)/457), Leave ⁴	FLX	0
		35+	Health Benefits, Flexible Benefits, Pension (ERS, JRS, LRS or TRS), Peach State Reserves (401(k)/457), Leave ⁴		
Temporary (includes seasonal, rehired retiree, casual, on-call, student ¹ , and/or interns)	Hourly or Salaried	0 - 40	Pension (GDGP)	NBP	Non - 0
		30+ Actual Hours Worked	Health Benefits (ACA Eligible), Pension (GDGP)	HBP	

Path to Benefits Eligibility

Regular OR Permanent Labor (may be subject to special funding)	Hourly or Salaried	less than 20	Pension (GDGP, JRS, or LRS), Peach State Reserves (401(k)/457)	NOF	Non - 0
	Hourly	20 - 29	Pension (GDGP, JRS, LRS or TRS), Peach State Reserves (401(k)/457)		
	Salaried ²	20 - 29	Pension (GDGP, JRS, LRS or TRS), Peach State Reserves (401(k)/457), Leave		
	Hourly	30+ Actual Hours Worked	ACA Health Benefits, Pension (GDGP, JRS, LRS or TRS), Peach State Reserves 401(k)/457		
Regular, Permanent Labor, OR Temporary	Hourly or Salaried	Up to 40 Hours	NO BENEFITS - Only for Board Members NOT eligible for Benefits. Job Profile MUST equal A0048 - Board Member	NOB ⁵	Non-0

Data Clean-Up



***Action Required**

Agency turnaround will be needed by April 30, 2026 with a TeamWorks Effective Date of April 15, 2026.

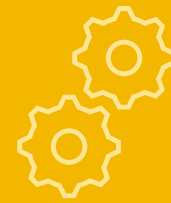
Integration Details



GA@WORK is configured to support Enterprise Benefits.



TeamWorks data will be converted to GA@WORK for the Gold build.



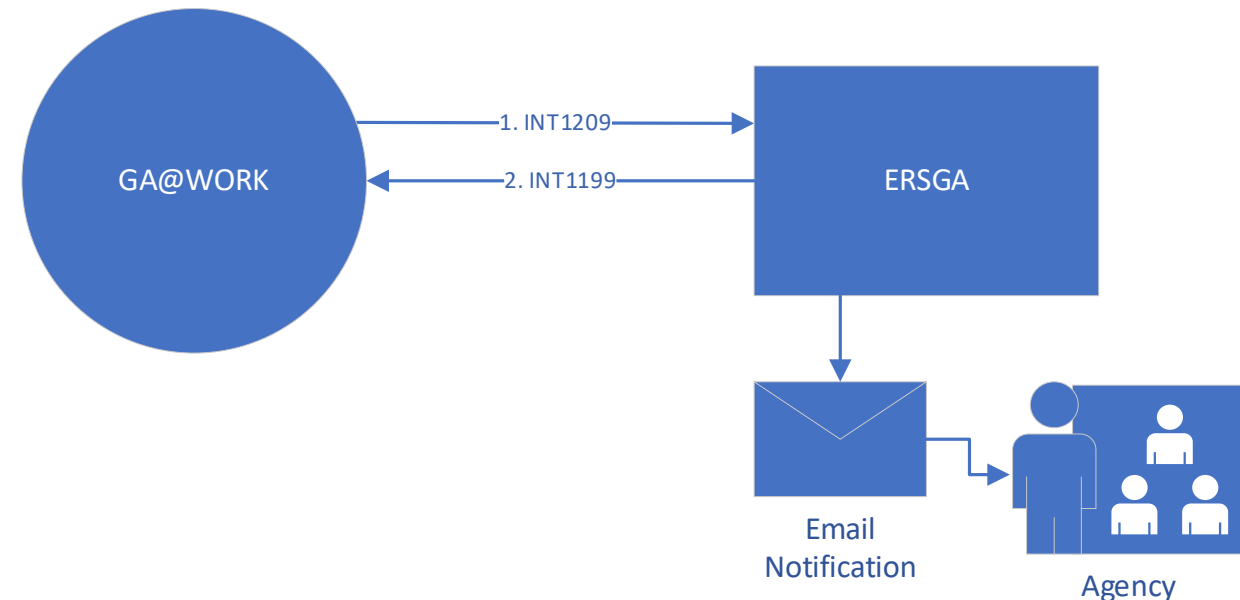
Data mapping to the file layouts determined the fields that are in the interface files.



If eligibility changes, the provider may cancel coverage or send enrollment communications to employees.

ERSGA/Pension Plan Integrations

- A new automated process will be implemented after GA@WORK goes live. The process starts with INT1209, which generates INT1199 and the email to employers.
- ERSGA will notify agencies if an automatic change is made to the Retirement Plan, Contribution Group, or Pension Compliance Reason Code.
- ERSGA will not perform any validations for 414, 415, 484, and 800 agencies; a different process will be used to validate data.



GA@WORK Fields in the New Hire, Promotion, Demotion, Change Job, and Add Job BPs

Location > Scheduled Weekly Hours

Location Guide Me

Location Details

Location *

Search

411 13927-00837 116th Figther Wing Chapel Bldg 837

Scheduled Weekly Hours

40

Work Shift

Not Applicable (United States of America)

Details > Administrative >
Employee Type & Time Type & Pay Rate Type

Details Guide Me

Job Classifications

Additional Job Classifications

Administrative

Employee Type *

Search

Regular

Time Type *

Full time

Pay Rate Type *

Salary

The Path to Benefits Eligibility references the HCM Core fields “Scheduled Weekly Hours”, “Employee Type”, and “Pay Rate Type”.

Ineligible Job Code Data Cleanup



Key Guidance

- Enterprise Agencies should be using: SWD, LAW, MD1, SRE, CHW, and TPW only
- Agencies using independent salary plans job codes will be sent directions to reassign their employees to the correct job code.
- No agency should use independent job codes except for those approved by the Georgia Code.

Independent Salary Plans include:

Agency	Salary Pan	Agency	Salary Pan	Agency	Salary Pan	Agency	Salary Pan
Department of Audits	404	District Attorney	DA1	GA Technology Authority	GTA	DOE Teachers (210 days)	T10
Judicial Branch	430	D.A. Investigator	DAI	Superior Court Judge	J01	TCSG Teachers 12 Month	TEA
Department of Law	442	Procecuting Attorney General	DS2	Superior Court Secretary	J02	TCSG Teachers 11 Month	TEB
General Assembly	444	D.A. Victim Advocate	DVA	Judges Secretaties	JS1	TCSG Teachers 10 Month	TEC
TRS Staff	482	GFSCI	409	Superior Court Law Clerk	LC1	TCSG Teachers 9 Month	TED
GA Public Broadcasting	994	GA Building authority	GBA	TCSG Support Staff	SUP	DOE Time Limited 200 Day	TL1
Asst District Attorney	ADA	GA Correctional Industries	GCI	DOE Teachers (190 days)	T00	DOE Time Limited 220 Day	TL2



Independent agencies should use only job codes assigned to their agency.

Active Post-Certified Law Enforcement

Job Family Update: Active POST Certified Law Enforcement (APCLE)



Senate Bill 452 – Retirement and Pension Changes

Senate Bill 452 proposes increasing the maximum employer contribution to a 401(k) plan for certain state law enforcement officers.



Definition

The Office of Planning and Budget (OPB) defines Law Enforcement roles as positions that require active POST certification to perform job duties.



Impact Overview

- Over 9,500 employees impacted
- 156 existing positions updated within the job family
- 149 non-exempt positions included in the updates
- 74 new positions created (including non-exempt roles)



Next Steps

HRA Core Operations and Compensation will contact agencies that need to reclassify employees once the bill is signed by Governor Kemp. Additional guidance and instructions will be provided at that time.

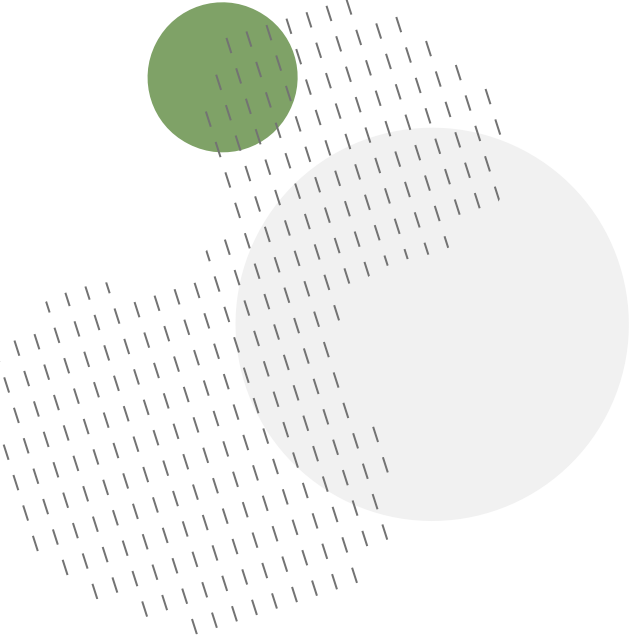


GA@WORK Crosswalk Reports

HCM Core Reports

The report crosswalk spreadsheet is designed to help employees find the right HCM reports in GA@WORK (Workday). It links commonly used legacy reports to their corresponding GA@WORK reports, so you can quickly identify what to run in the new system and understand what information it provides. The spreadsheet includes fields you can search, filter, and compare reports, including: Report ID, Workday Report Name, Legacy Report Name, Report Description, and Workday Functional/Business Area. You will see the term "Workday" throughout the spreadsheet. "GA@WORK" and "Workday" are used interchangeably and refer to the same system. To quickly locate specific fields or terms within the Crosswalk, use the Ctrl+F keyboard shortcut to search and navigate directly to the information you need.

Report ID	Workday Report Name	Legacy Report Name	Report Description	Workday Functional / Business Area
RPT1032	OHR029 EE Gender Count	OHR029 EE Gender Count	Provides Gender Count	HCM:Core
RPT1035	CRHCM - HR - SSN Change Audit Report	BEN508XSSN Change Audit Report	Provides a detailed listing of all employees who have had Social Security Number corrections in the system during a specified period.	HCM:Core
RPT1036	CRHCM - HR - Job Actions History	OHR015_PERSONNEL_ACTN S_HIST5 OHR015_PERSONNEL_BUS_TITLE	This report looks at approved staffing actions and has prompts to filter the output for Workday's wquivalent to Action and Reason.	HCM:Core



Payroll Community

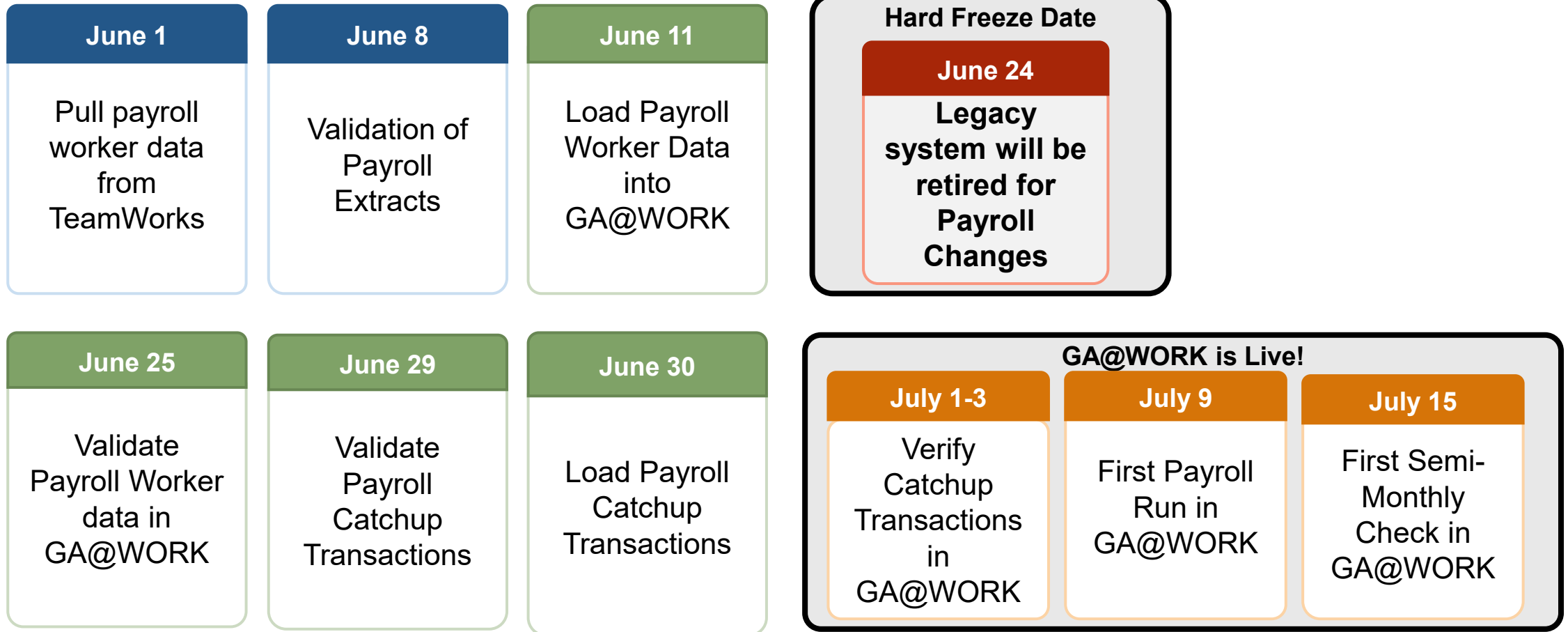
GA@WORK Manage Payroll Training Schedule

Course Duration: 8 hours | Delivery Method: In-Person | Time: 8:30 a.m. – 4:30 p.m.

April	May	June
April 16	May 5	June 1
	May 7	June 3
	May 12	
	May 14	
	May 19	
	May 20	
	May 27	

GA@WORK overview for Payroll

Timeline and key cutover dates



ADP Tax Services – Out of State Employees

HR Director & Manager Survey



Who is involved?

Human Resources Directors and Managers



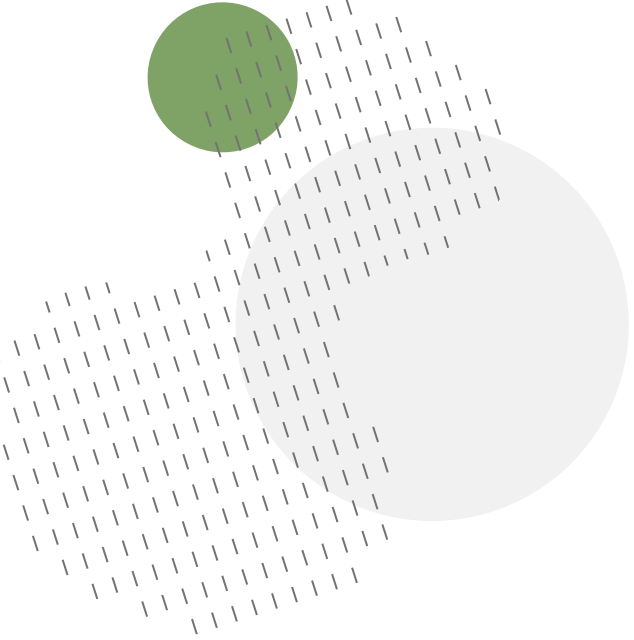
What's happening?

The state is implementing ADP to support payroll tax services for agencies currently using TeamWorks payroll.



What do we need?

Identify employees who work outside of Georgia to determine if additional tax jurisdiction are required.



Critical Courses

Critical Courses for GA@WORK system training

While all GA@WORK system training is important, some courses have been identified as being **critically important** due to potential readiness impacts if training is missed.

Finance

- Financial Overview
- Manage Payroll
- Financial Accounting 1 & 2
- Accounts Payable 1 & 2
- Banking and Settlement
- Manage Time & Absence

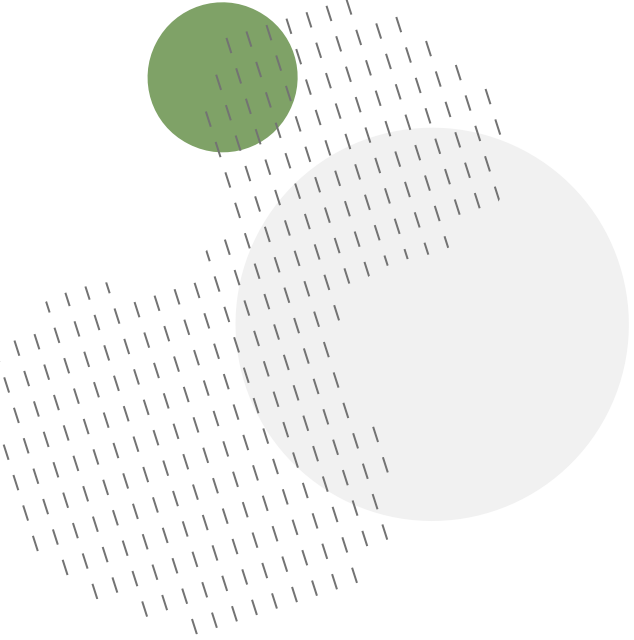
HCM

- Recruiting and Onboarding
- HR Transactions
- Compensation

Procurement

- Agency P-Card Holders
- Agency P-Card Administrators
- Approvers
- PO Buyers
- Requesters
- Strategic Sourcing II
- Supplier Contracts

Due to the critical nature of these courses, **participants are expected to attend the full session and complete all associated activities in each Role-Based Learning Program.** These courses cover essential processes, controls, and responsibilities needed to perform work accurately in GA@WORK.



Training

Explaining GA@WORK learning dates

KEY TRAINING DATES

- ✓ **March** Enrollment began for all GA@WORK Learning Programs.
Instructor-led training sessions are ongoing for applicable learning programs.
- ✓ **April 6 – June 4** Use the [Learning Help Form](#) for questions and new hire enrollments.
Remember to complete required assessment(s) within 3 days of completing an instructor-led training or eLearning.
- ✓ **May 28** Team Georgia Learning notifications for the **Employee and Manager Foundational Learning Programs show a due date of May 28.**
Completing the training by this date supports a smoother data conversion and helps learners be prepared for Role-Based Learning Programs, if applicable.
 - 📢 **Learners are strongly encouraged to complete all assigned courses by May 28.**
 - 🕒 **All assigned GA@WORK training must be completed by June 11.**
- ✓ **June 11** Learning Programs must be completed for training data to be available on learner transcripts in GA@WORK.



Access the [Training Support Center](#) to view Learning Programs, Course Descriptions, and other GA@WORK readiness materials.

IMPORTANT!

Learners should prioritize completing assigned training as soon as possible – **do not wait to the last day!**

Incomplete training will NOT be migrated to GA@WORK.

After go-live, learners who did not complete their assigned learning programs will need to self-enroll and retake incomplete training.

Security role mapping and training

1 Employees are granted access to GA@WORK based on assigned security roles.

2 Training team enrolls employees in learning programs based on assigned roles.

GA@WORK Security Role



AR Operations Lead role



Recommended Courses

GA@WORK Finance Overview
GA@WORK for AR Operations Leads



HR Partner role



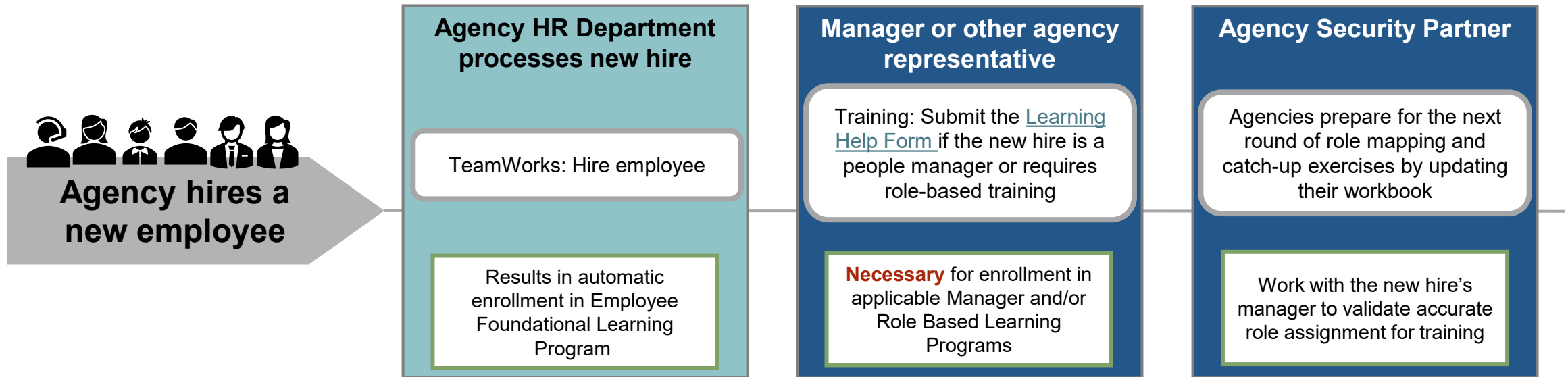
GA@WORK HCM Overview
GA@WORK Intro to Reporting
GA@WORK Manage HR Transactions
GA@WORK Talent Management
GA@WORK Performance Management
GA@WORK Manage Compensation
GA@WORK Onboarding Setup



Please see [GA@WORK FIN/PROC/HCM Learning Programs](#) for full list of recommended courses by role

Hiring in new workers before go-live

Before go-live in July 2026 there are a few extra steps to complete to successfully enroll newly hired employees in training.



Please note:

After go-live, updates to the Supervisory Organization and Security Role assignments will occur automatically in GA@WORK.

Before July 2026:

- Complete any new Security Role Mapping updates in the next round of role mapping in May 2026.
- Include new managers and other hierarchical relationships in your next Supervisory Organization (Sup Org) Review, June 2026.
- Agency catch-up transactions in late June will give agencies the final opportunity to confirm both the SRM and Sup Org for their agency.

Virtual Instructor-Led Training

Limited availability, and pre-approval is required

More information

To support employees who have a travel constraint, we will offer virtual instructor-led training session options on a limited basis for individuals who cannot travel or whose attendance at an in-person session would require an overnight stay or an extended commute (over 3 hours one way).

Virtual seats are restricted, reserved for need-only scenarios, and pre-approval is required.

Request enrollment

To request enrollment, email nextgen_training@sao.ga.gov and include:

- The participant's name
- The participant's employee ID
- The participant's email (state issued is preferred)
- The course enrollment(s) requested
- The participant's work location
- A brief note explaining what the qualifying constraint(s) is/are

Requests will be reviewed and confirmed based on availability.
Please do not delay in sharing any requests.

Expense Management Course

Available on-demand in Team Georgia Learning







Self-enroll

- The GA@WORK Expense Management eLearning is available to all employees in the Team Georgia Learning catalog.
- Employees who expect to submit expenses in GA@WORK should self-enroll and complete this course to be prepared to complete expense management activities in GA@WORK.
- Please share this guidance with employees in your agency who currently submit expenses to promote enrollment.

The screenshot shows a web browser window with the URL "Georgia Department of Administrative Services (DOAS)". The page title is "SoGA - GA@WORK Expense Management". Below the title, it says "By Tiffany Whisenhunt" and "Published: Aug 27, 2024 1h". There is a blue "Get Started" button with a right arrow, a heart icon, and a three-dot menu icon. The main text on the page reads: "GA@Work Expense Manage is an eLearning course designed to empower employees with the knowledge and skills to complete non-travel expense reports for reimbursements."

Additional notes

Key training reminders for enrollment and participation in training:

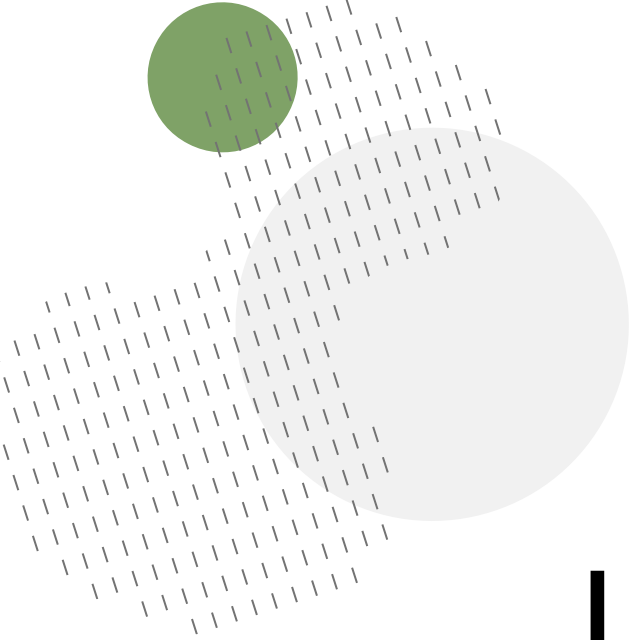
 Learning Program enrollment	If you believe you should be enrolled in or removed from a learning program, please submit a ticket through the Learning Help form . We are responding as quickly as possible; please allow up to one week for updates. You should also verify your system security roles with your Agency Security Partner (ASP). Enrollment in training does not guarantee that you have the appropriate roles in the system.
 ILT enrollment	Although self-enrollment may be available for some instructor-led trainings (ILTs), we ask that you do not self-enroll . If you need to be enrolled, please submit a ticket through the Learning Help form so the request can be reviewed and processed appropriately.
 Training attendance	Attendance in assigned instructor-led training is required . If learners leave early, they will not be given credit for attendance and must retake the course.
 HCM instructor-led sessions	New Microsoft Teams links will be added in Team Georgia Learning for HCM instructor-led sessions . Please use the link in Team Georgia Learning rather than the link in the calendar invite. We apologize for the inconvenience.
 Assessment scores	Team Georgia Learning may display a score that differs from the score you received on an assessment. We are aware of this issue, and it will not be fixed, so please disregard the discrepancy .
 Managers	Please do not use Team Georgia Learning to look up your direct reports, as that information may not be accurate. Instead, please use TeamWorks for direct report information .



[Learning Help Form](#)



Tips and Tricks for LMS on
GA@WORK Resource Library



Learning Management System

GA@WORK End User Training Support

Pre-GA@WORK End User Training Tips

Ensure that you review the Teams Georgia Learning webinar recording to refamiliarize yourself with training course navigation and proper course behaviors prior to completing GA@WORK end user training.

Web Browser Recommendations and Tips

- Use the Google Chrome web browser to access GA@WORK end user training sessions.
- Ensure Chrome is updated before accessing training; update it if needed.

GA@WORK End User Training Support

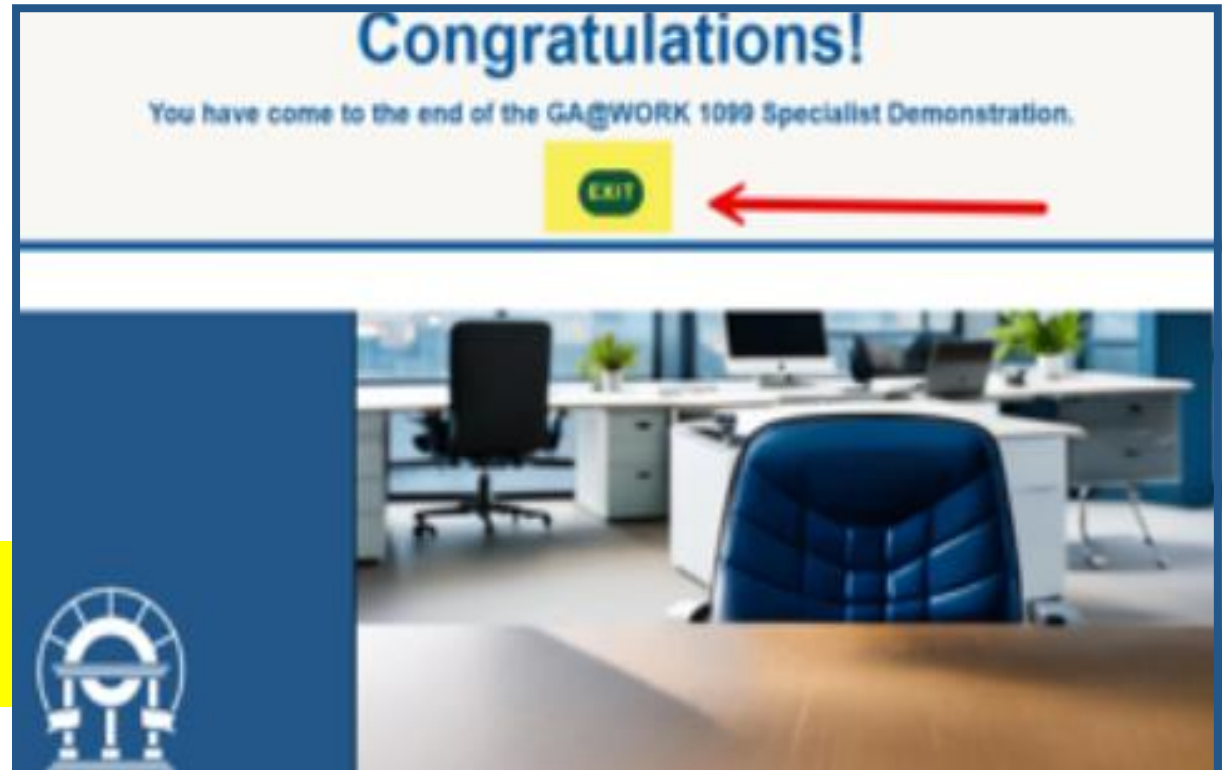
Training Course Behavior Tips

- ✓ Always exit your course if you need to step away, your progress will be saved.
- ✓ Click the **X** in the top-right corner to properly close a course.
- ✓ After completing a course, click **Exit** to ensure completion is recorded.



Please do not sit idle within GA@WORK end user training courses.

- ✓ If a course is left idle or not closed properly, clear your browser cache before retaking it.



GA@WORK End User Support

Troubleshooting Tips & Getting Help

If you continue to experience issues after training:

- ✓ **Submit a Learning Help ticket**
- ✓ Visit: service.doas.ga.gov/app/LearningHelp
- ✓ Or scan the QR code to get support

Need help fast?

Scan the QR code to submit your request directly.



Scan to submit a ticket!



Action item:

**Remove Team Georgia Learning Links
by June 11th.**

External Learner Registration Application (ELRA)



Who Needs to Register

- Any worker not in GA@WORK who needs to complete training in GA@WORK Learning
- Must self-register through the External Learner Registration Application (ELRA)



What Happens Next

- External learner with history in Team Georgia Learning will be loaded as inactive users
- Users will receive an activation email after go-live



Agency Internal Support Approach




Overview

What is the Agency Support Team?

The Agency Support Team is the mechanism that will support your agency or your agency's employees through the GA@WORK go-live in July 2026 using the processes agencies have in place today.

This agency-specific team will be the foundation of your agency's GA@WORK internal support and is the first step in answering questions within your agency. This internal support team will plug into the overall State of Georgia help system when a question cannot be answered within the agency.

Why is the Agency Support Team important?

-  **Standardized support** that provides consistent responses – leveraging those who know agency processes and procedures
-  **Clear escalation paths** can help speed up the time to resolution- solving operational questions in-agency without needing to escalate through additional tiers of support
-  **Improves system adoption by** helping users learn from those that they trust and who know their agency

Function of the Agency Support Team



Agency Support Team

In anticipation of the July 2026 GA@WORK go-live, the Agency Support Team has prepared their agency on how to receive assistance. The team coordinates in their agency their knowledge and resources to support users in resolving issues at the agency level first and escalating only issues and questions that cannot be addressed at the agency level.

Agency Employee



At go-live, an employee needs help in GA@WORK.

They either leverage available resources and tools, or they reach out to their manager or another agency colleague for assistance.

Resources and Tools



Training



Super Users



Support Portal



Job Aids



GA@WORK
Resource Library



Template
Scenarios



Agency help
desk
(If available)

If the request requires additional support...



SAO/DOAS
Customer
Support Center

The agency help desk will escalate issues to **SAO/DOAS Customer Support Center** when unable to resolve at the agency level.

Understanding the template scenario

Below is description of how to read and use the template scenarios.

- 1 This is the area the scenarios are organized around.
- 2 A simple statement of the issue the employee may be encountering.
- 3 The step-by-step instructions on how to solve the issue.
- 4 What role(s) the scenario is for.

The screenshot shows a web interface for GA@WORK. At the top, there is a navigation bar with the text "Browse by area:" followed by several buttons: "Access, security, & passwords", "Payroll", "Talent", "Finance", "Procurement", and "Time & Absence".

Callout 1 points to the navigation bar.

Callout 2 points to a yellow box containing the text: "If you cannot sign on because you did not receive a link or instructions on how to sign on, try this..."

Callout 3 points to a box containing a list of instructions:

- 1. Contact your agency help desk
- 2. If your agency does not have a help desk, contact your agency IT Team, or CIO

Callout 4 points to a note box containing the text: "Note: Employees and Managers can use these instructions."

At the bottom left of the screenshot is the GA@WORK logo with the tagline "Delivered by The NextGen Project". At the bottom right is the page number "30".

“If this, then that”

Scenarios for anticipated issues employees may encounter at go-live have been shared with the Agency Support Team in a number of areas, including **Payroll**, **Talent**, **Access, security, & passwords**, and **Time & Absence**.

The screenshot shows a navigation bar with tabs for 'Access, security, & passwords', 'Payroll', 'Talent', 'Finance', 'Procurement', and 'Time & Absence'. The main content area is titled 'Access, security, & passwords' and contains a list of five scenarios with links to navigate to relevant help pages. The GA@WORK logo and 'Delivered by The NextGen Project' are at the bottom left, and the number '29' is at the bottom right.


“I don’t know how to sign in”
“My password doesn’t work”
“The GA@WORK tile isn’t showing for me”

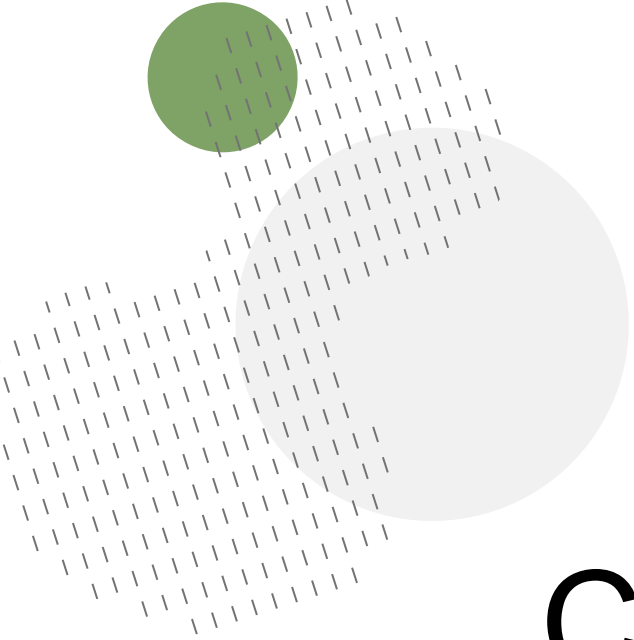
The screenshot shows a navigation bar with tabs for 'Access, security, & passwords', 'Payroll', 'Talent', 'Finance', 'Procurement', and 'Time & Absence'. The main content area is titled 'Payroll' and contains a list of two scenarios with links to navigate to relevant help pages. The GA@WORK logo and 'Delivered by The NextGen Project' are at the bottom left, and the number '35' is at the bottom right.

“My paycheck looks higher or lower than I expected it to be”
“My paycheck was not deposited”

The screenshot shows a navigation bar with tabs for 'Access, security, & passwords', 'Payroll', 'Talent', 'Finance', 'Procurement', and 'Time & Absence'. The main content area is titled 'Time & Absence' and contains a list of ten scenarios with links to navigate to relevant help pages. The GA@WORK logo and 'Delivered by The NextGen Project' are at the bottom left, and the number '52' is at the bottom right.

“I don’t remember how to enter my time”
“How do I approve time”

 Agencies are asked to review, edit, and make additional agency-specific scenarios as necessary.



Cutover/Get to Go-Live Key Dates

HCM Key Dates (1/3)

From now, until July 1, the project team will conduct activities to sunset TeamWorks in preparation for transitioning to GA@WORK. During this time, access to current systems will be limited or restricted to allow for successful data conversion. Adhering to the dates for when these activities should be minimized or stopped will be crucial for go-live.



Core HCM

May 31

Initial Hard Freeze for:

- Change Emergency Contacts
- Change Govt IDs – SSN#
- Change Job
- Change Passports & Visas – Existing Employees
- Change Personal Information – Existing Employees
- Change Preferred Name – Existing Employees
- Edit Licenses – Existing Employees
- Move Workers

May 31 – June 24

Soft Freeze (Transactions should be limited to emergency or critical transactions only during this window)

- Add Additional Job
- Change Home Contact Information
- Change Organization Assignment
- Contract Contingent Workers
- Edit Position Restrictions Additional Data
- End Additional Job
- End Contingent Worker Contract
- Hires
- Legal Name Change
- Switch Primary Job
- Service Date Changes
- Terminations

June 25 – July 1

TeamWorks Access switches to Read Only, and **all transactions are frozen until July 1**. Once GA@WORK goes live, transactions can be entered and completed in the new system.

HCM Key Dates (2/3)

As we Get to Go-Live (July 1), the project team will need to conduct activities to sunset TeamWorks and transition to GA@WORK. During this process, access to TeamWorks will change and the ability to complete certain tasks will be restricted.



Payroll

June 25

TeamWorks Access switches to Read Only, all transactions are frozen until July 1.



Time Tracking & Absence

June 24

All Time and Leave should be submitted and approved in TeamWorks by June 24

June 25

TeamWorks Access switches to Read Only, all transactions are frozen until July 1



Benefits

May 31

Hard Freeze: Agency ad-hoc Retirement System and Retiree changes

Soft Freeze: Change Benefits (New Hires - Soft Freeze) - Pension Plans Only

June 25

- Batch Processing
- Change Benefits – Pension Plans Only

HCM Key Dates (3/3)

As we Get to Go-Live (July 1), the project team will need to conduct activities to sunset TeamWorks and transition to GA@WORK. During this process, access to TeamWorks will change and the ability to complete certain tasks will be restricted.



Learning

May 31

Learning Admin Access disabled in Intellum

June 15

Learner Access to Intellum disabled, no training will be accessible



Recruiting

June 15

Create/Post New Job Requisitions

June 30

Candidate Postings on Taleo; No candidates will be able to apply on Taleo

July 15

Recruiters will no longer be able to move candidates through Taleo; Recruiter access will be turned off



Compensation

May 4 – June 2

New or Updated Job Profiles, Compensation Grades, Grade Profiles, and Steps (Initial Snapshot)

May 31

Request Compensation Changes

June 17 – July 10

New or Updated Job Profiles, Compensation Grades, Grade Profiles, and Steps (Catch Up)

Get to Go-Live section

To view this section and resources, navigate to the [GA@WORK Resource Library](#).

Procurement Professionals
Click on the tile for information about a specific business area. Each tile links to a toolkit of change impacts, crosswalks, glossaries, FAQs and other resources for Procurement professionals to use to help them in their transition to GA@WORK.

Supplier Contracts | **P-Cards**

Supplier Management | **Accessing GA@WORK Procurement**

Get to Go-Live
Find tools and resources to help your agency prepare for go-live.

Agency Readiness Checklists
Monthly checklists are available for NextGen Change Network Points of Contact. These checklists consolidate the NextGen Project requests into one PDF to help agencies visualize their responsibilities to complete to prepare for the implementation of GA@WORK.

Checklist Guide | **September 2025 Checklist** | **October 2025 Checklist** | **November 2025 Checklist**

December 2025 Checklist | **January 2026 Checklist** | **February 2026 Checklist** | **March 2026 Checklist**

New on the GA@WORK Resource Library

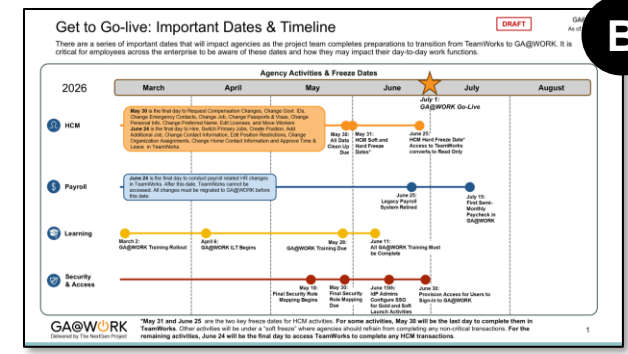
Get to Go-Live Calendar

GA@WORK
Get to Go-Live Calendar

Review the activities and dates on this calendar to facilitate the transition from TeamWorks to GA@WORK. Send any questions to nextgen@sao.ga.gov.

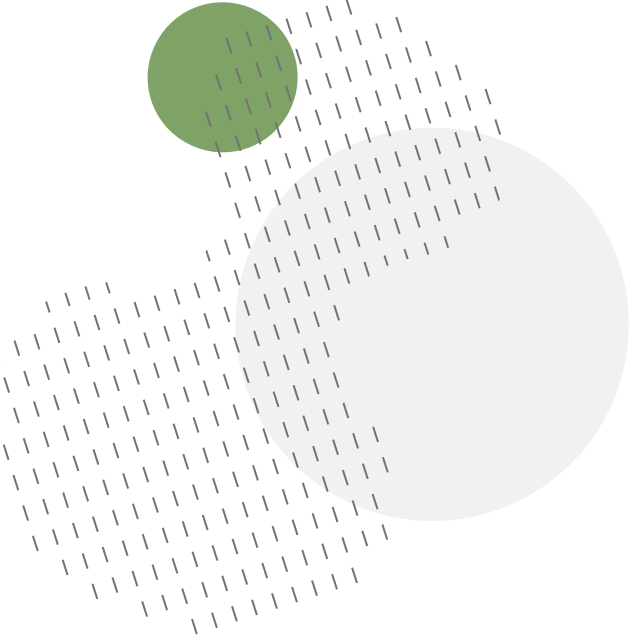
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
BUDGET AGENCY READINESS - TRAINING / FY22 FILE PREPARATION	FIM VALIDATION FOR CATCH UP	BUDGET AGENCY READINESS - TRAINING / FY22 FILE PREPARATION	FIM VALIDATION FOR CATCH UP	BUDGET AGENCY READINESS - TRAINING / FY22 FILE PREPARATION	FIM VALIDATION FOR CATCH UP	BUDGET AGENCY READINESS - TRAINING / FY22 FILE PREPARATION
ADAPTIVE FUTURE BUDGET BUILD SIMULATION	GRANTS - COMPLETION WORKBOOK	ADAPTIVE FUTURE BUDGET BUILD SIMULATION	GRANTS - COMPLETION WORKBOOK	ADAPTIVE FUTURE BUDGET BUILD SIMULATION	GRANTS - COMPLETION WORKBOOK	ADAPTIVE FUTURE BUDGET BUILD SIMULATION
FIM VALIDATION FOR CATCH UP	BUDGET AGENCY READINESS - TRAINING / FY22 FILE PREP	FIM VALIDATION FOR CATCH UP	BUDGET AGENCY READINESS - TRAINING / FY22 FILE PREP	FIM VALIDATION FOR CATCH UP	BUDGET AGENCY READINESS - TRAINING / FY22 FILE PREP	FIM VALIDATION FOR CATCH UP
SECURITY ROLE MAPPING	FINAL DAY TO PREPARE AGENCY'S OR DATA TO FRANK'S MASTER DATA	SECURITY ROLE MAPPING	FINAL DAY TO PREPARE AGENCY'S OR DATA TO FRANK'S MASTER DATA	SECURITY ROLE MAPPING	FINAL DAY TO PREPARE AGENCY'S OR DATA TO FRANK'S MASTER DATA	SECURITY ROLE MAPPING
SECURITY ROLE MAPPING	DATA CLEANUP	SECURITY ROLE MAPPING	DATA CLEANUP	SECURITY ROLE MAPPING	DATA CLEANUP	SECURITY ROLE MAPPING

A Overview calendar shows Get to Go-Live activities. Use it to prepare for go-live and see what actions are coming up.



B Key dates and a high-level timeline for Get to Go-Live activities are now available.

C More detailed HCM and Payroll calendars will be added soon.



Support Portal Launch

Support Portal Orientation Webinars

1	Tuesday, April 28	11:00 – 12:00
2	Tuesday, April 28	2:00 – 3:00
3	Wednesday, April 29	9:00 – 10:00
4	Wednesday, April 29	2:00 – 3:00
5	Thursday, April 30	11:00 – 12:00
6	Thursday, April 30	2:00 – 3:00

All registrants will receive the recording following the session.

Available to all **GA@WORK** system users with functional or administrative roles.

*Access is **not** provided to users assigned only to **Employee Self Service (ESS)** or **Manager Self Service (MSS)** roles.*

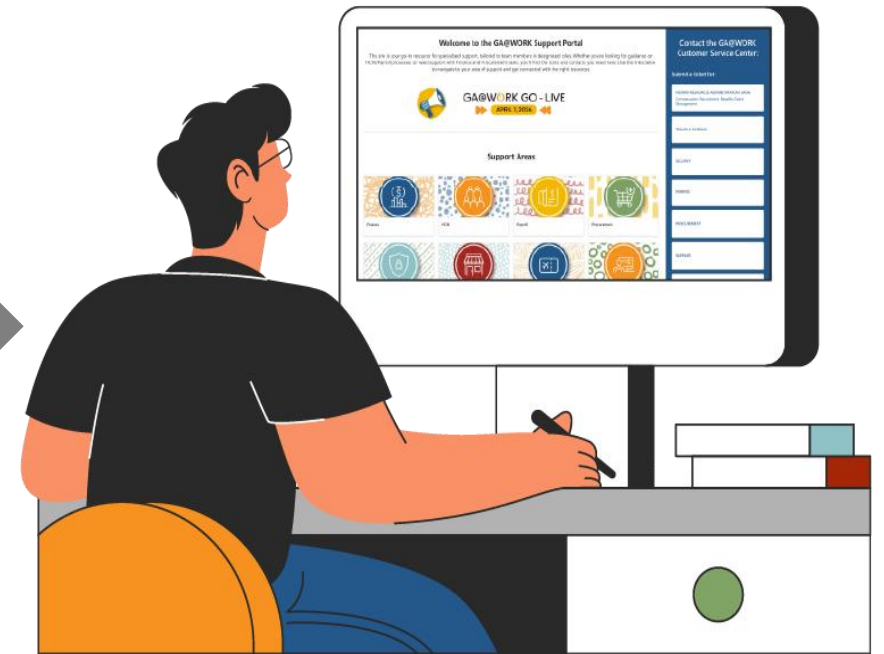
Accessing the GA@WORK Support Portal

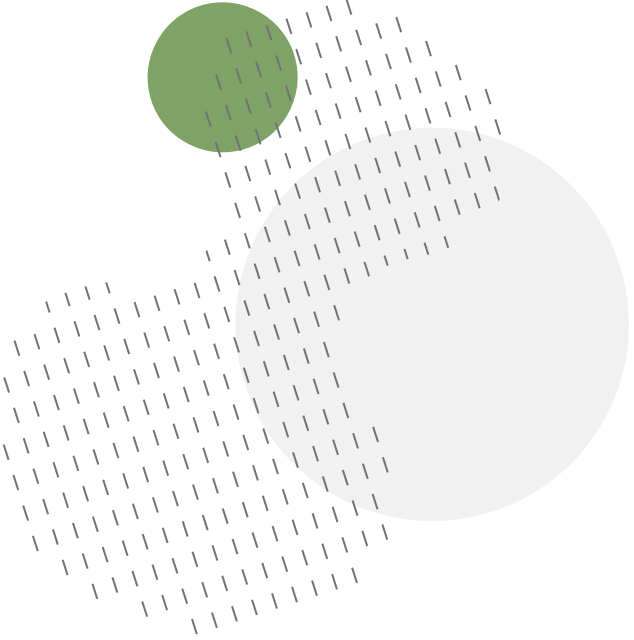
The GA@WORK Support Portal will be available in May 2026.

Once the portal is live, users will receive a welcome email from gaatwork@sao.ga.gov containing a link to access the portal.

Users are encouraged to add the portal link to their browser favorites for quick and convenient access.

Spend time getting familiar with what's included so you are ready to use when GA@WORK goes live, July 1.









GA@WORK

Change Management

Employee activities before go-live

All employees need to complete these activities to be ready for GA@WORK go-live.

 Update personal information	 Payroll preparation	 Expenses	 Take screenshots (Time and Absence)
<p>If an employee has listed their personal phone number or email address in place of a work phone or work email, these must be updated.</p> <p>Work contact information is not private and may be accessed for business purposes.</p> <p>Those fields should be updated with appropriate business contact information or left blank.</p>	<p>Employees should take screenshots of their pay slips (Jan. 1 – June 30, 2026) and download W2s more than 5 years old.</p> <p>This activity should be completed by June 1, 2026.</p>	<p>Employees should submit any cash advances or expense reports in Concur by June 24, 2026</p> <p>All submitted cash advances and expense reports should be approved in Concur by June 26, 2026</p>	<p>By June 24 employees should take a snapshot of their current leave balance in TeamWorks and save it to validate it in GA@WORK, and take a snapshot of any future leave requests past June 30 in TeamWorks</p>

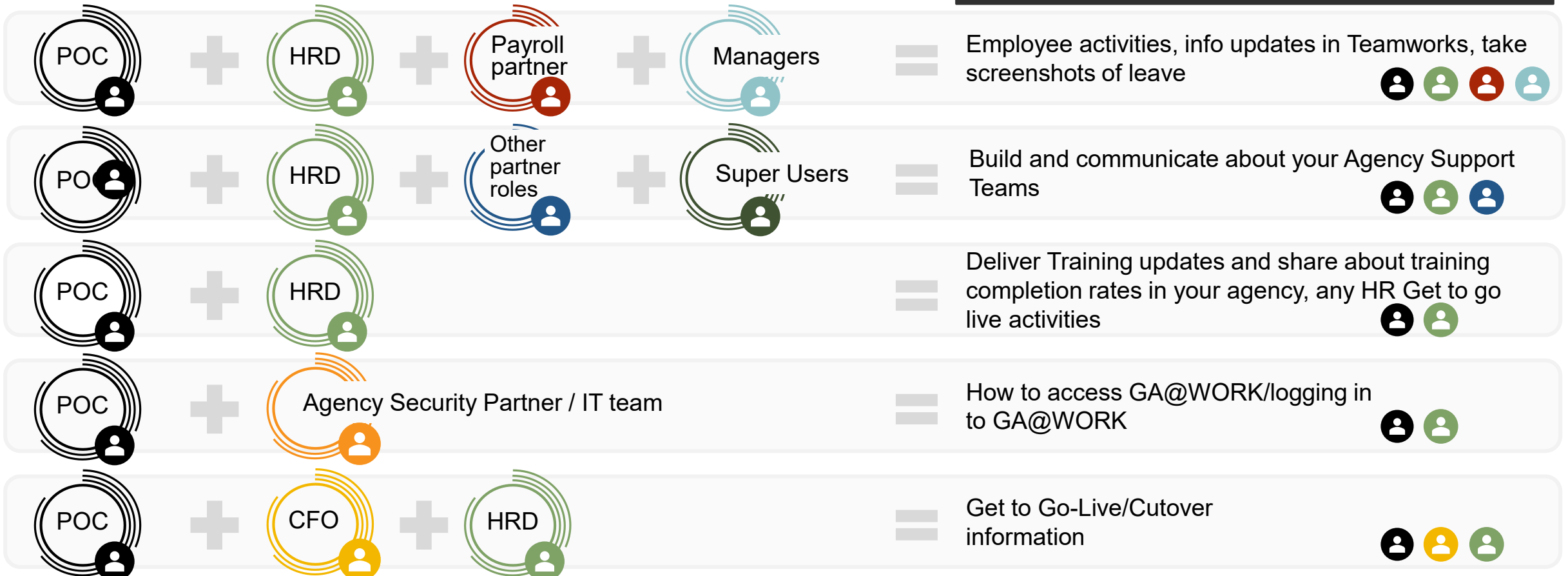
 Job Aids to help complete these activities will be made available.

Communication collaboration with your POC

Collaboration between different project teams is essential to confirm and deliver GA@WORK messaging to your agency; remember to work with your agency communicators as available.

Recommended partnership:

GA@WORK messaging:



GA@WORK Change Readiness survey is open



What is the GA@WORK Change Readiness Assessment survey?

This survey measures your understanding and willingness to adopt

- new processes,
- behaviors, and
- technology

required for the transition to GA@WORK.



Who should participate?

- **This survey is open to all future GA@WORK end users at all agencies**
- Anyone who uses TeamWorks will be a future end user of GA@WORK.



How to participate?

- **Take the survey anytime during April 13-24, 2026.**

Take the survey today!
[Click here](#) to access the survey.



WHY DOES IT MATTER?

Readiness survey results help identify areas of targeted support and target communication and go-live readiness activities. The more voices that contribute, the clearer the view of next steps and actions on our journey to the July 1 go-live.

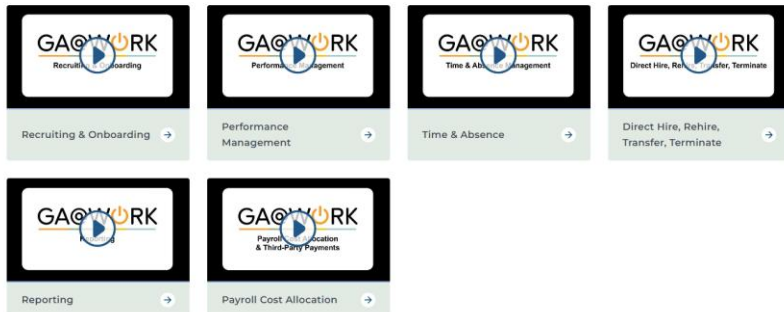
Updates to the GA@WORK Resource Library

This resource remains available for all future end users and is where materials applicable for everyone is available.

Access Demos for E2E and change impacts:

HCM Demos

View full-length demonstrations of GA@WORK Human Capital Management processes.



Business area tiles include crosswalks, change impacts, FAQs:

HR / Payroll Professionals

Click on the tile for information about a specific business area. Each tile links to a toolkit of resources for HR and Payroll professionals to use to help them in their transition to GA@WORK.



GA@WORK Resource Library vs. Support Portal



Both resources support GA@WORK readiness, but they serve different needs. The GA@WORK Resource Library is for general awareness, and the Support Portal is for role-based support.

GA@WORK Resource Library

Who is it for

All employees and managers can access the GA@WORK Resource Library

How to access

Navigate to: <https://sao.georgia.gov/gawork-resource-library>

Best used for



Use the Resource Library to learn and prepare.

Use the Resource Library to learn about GA@WORK and get ready for change.

It includes general materials, training support, and project information for broad audiences.

This site does not contain sensitive information.

Support Portal

GA@WORK system users with functional or administrative roles will receive access

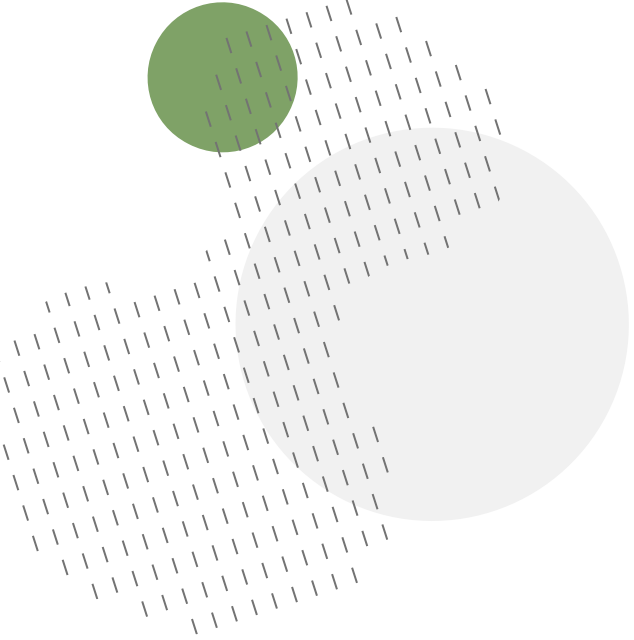
The link is provided by invitation.



Use the Support Portal for role-based support.

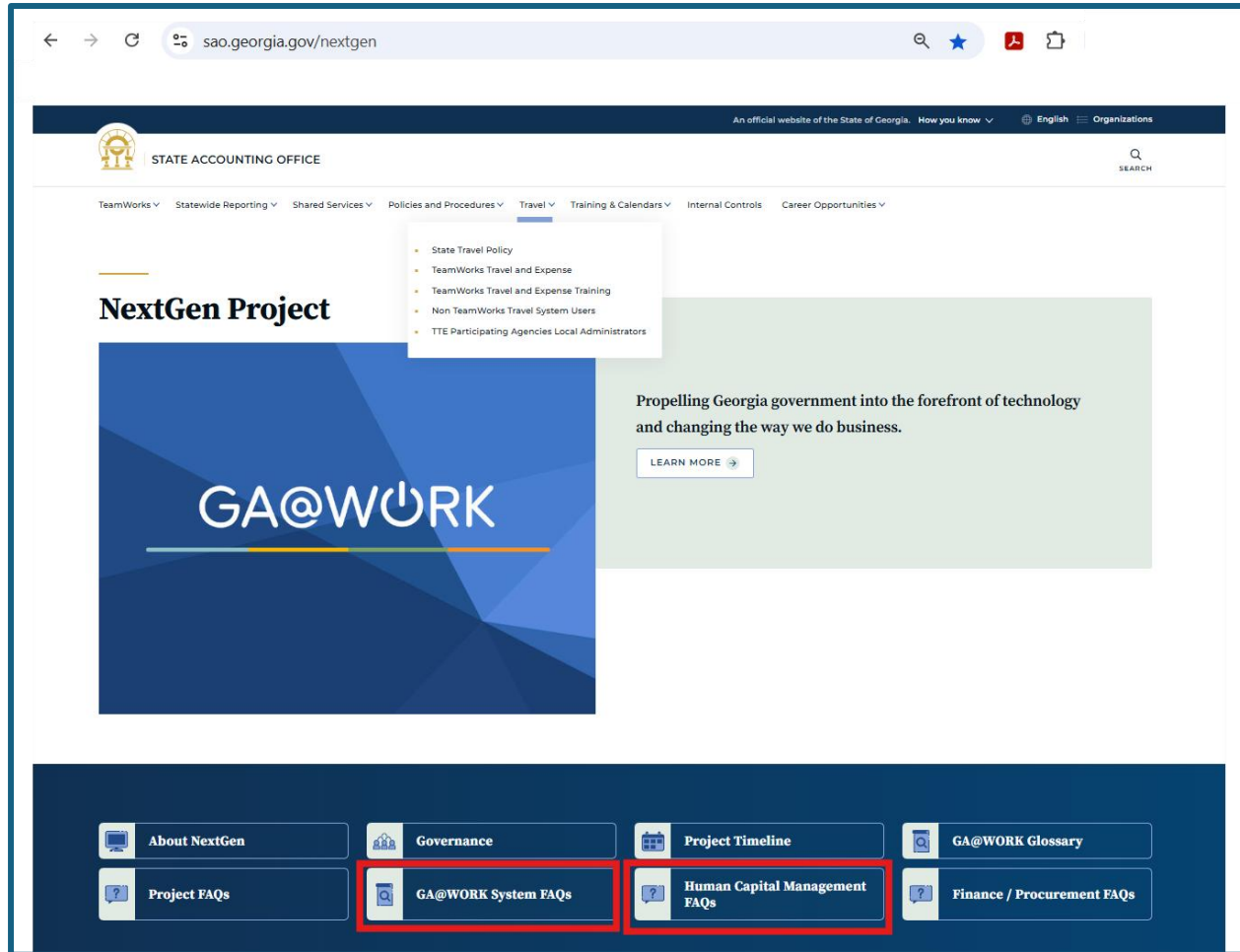
Use this portal when you need role-specific support or answers to system questions.

It includes job aids, troubleshooting workflows, and official system forms.



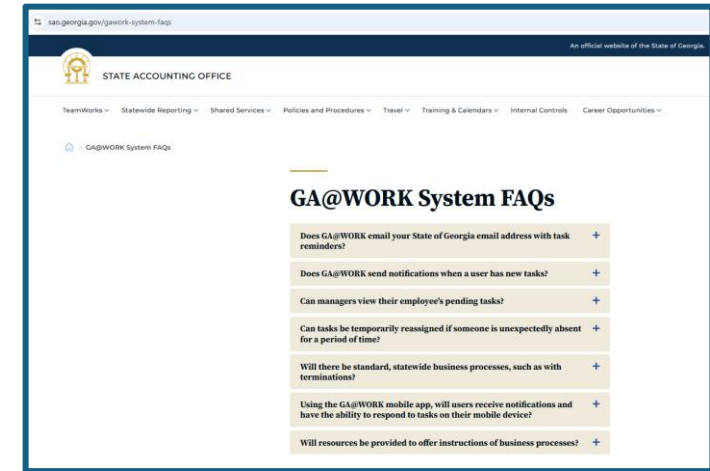
Staying Connected

FAQs



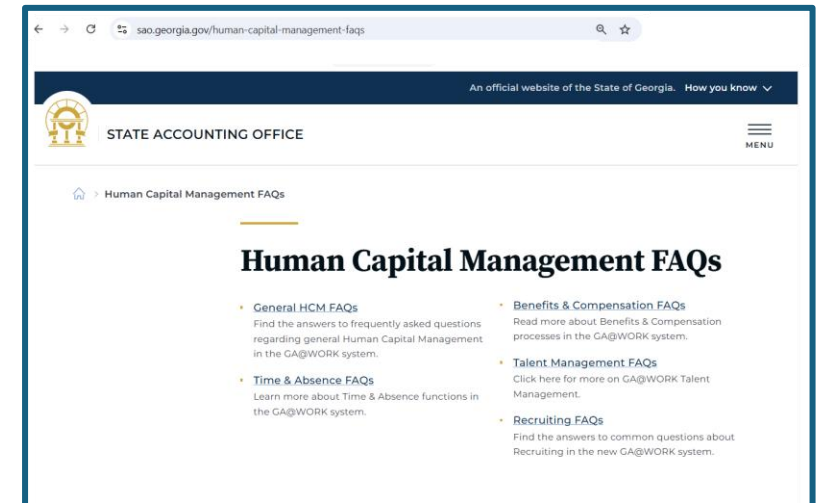
SAO Website:

<https://sao.georgia.gov/nextgen>



GA@WORK FAQs:

<https://sao.georgia.gov/nextgen>



HCM FAQs:

<https://sao.georgia.gov/human-capital-management-faqs>

GA@WORK Stay in the know!



Send any questions to [Nextgen Support](#) (select General Question)

<https://service.doas.ga.gov/app/AskNextgenSupport>



Check out the NextGen website:

sao.georgia.gov/NextGen



Subscribe and read the monthly NextGen Newsletter



Follow us on LinkedIn:
@ GA State Accounting Office

@ Georgia DOAS State Purchasing Division

GA@WORK Contact us!

Program/Project	Email	Contact if you...	When you'll hear from us...
NextGen	nextgen@sao.ga.gov	<ul style="list-style-type: none"> • Have general questions about the NextGen project, or GA@WORK • Need change management support • Have questions about training • Want to submit questions to our FAQ list 	<ul style="list-style-type: none"> • Meeting invitations (Townhalls, NCN) • Project updates • Information requests
NextGen PMO	nextgen_pmo@sao.ga.gov	<ul style="list-style-type: none"> • Are responding to a meeting invitation 	<ul style="list-style-type: none"> • Meeting invitations (project activities)
NextGen Data Validation	nextgen_datavalidation@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit data validation resources • Need to submit data validation completion • Need assistance in completing requests • Have questions about the validation process 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen FDM	nextgen_fdm@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit Foundation Data Model (FDM) resources • Need assistance in completing requests • Have questions about FDM 	<ul style="list-style-type: none"> • Information requests and updates
NextGen Security Role Mapping	nextgen_secmap@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit Security Role Mapping resources • Need to submit completed security role mapping requests • Need assistance in completing requests • Have questions about the security role mapping process 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)

GA@WORK Contact us!

Program/Project	Email	Contact if you...	When you'll hear from us...
NextGen Supervisory Organization (Sup_Org)	nextgen_suporg@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit supervisory organization resources • Need to submit completed supervisory organization data requests • Need assistance in completing requests • Have questions about the supervisory organizations 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen Payroll	nextgen.payroll@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit Payroll resources to complete testing • Need to submit completed payroll requests for testing or attestations • Have questions about payroll (HR and Accounting) • Need assistance in completing payroll requests • Have questions about the payroll process 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen Testing	nextgen_testing@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit SIT or UAT testing resources • Have questions about the testing process 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Testing invitations
NextGen Training	nextgen_training@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit any pre-go live training related questions • Need to submit any follow up required • Need assistance in completing requests from the training team 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)



*thank
you!*