

Department of Administrative Services

Improving efficiency, compliance, and workplace performance

New-Hire Orientation Training Videos

Carla Gracen and Mirna Barker



HRA Presents



New-Hire
Orientation Video
Series to assist you
with your new
employee training



The New-Hire Orientation Video Series

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Welcome to the State and State goals



Government Structure, Culture, Values, training and compliance



Health, Pharmacy, and Wellness Options, Coverage, and Enrollment



Flexible Benefits Options, Coverage, Enrollment, and Total Rewards



Employees' Retirement Options Contributions, and Enrollment



Teachers Retirement Options Contributions, and Enrollment



Welcome to the State and State goals



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Employees' Retirement Options Contributions, and Enrollment



Teachers Retirement Options Contributions, and Enrollment

Flexible Benefits

<http://doas.ga.gov/human-resources-administration/employee-benefits-information/flexible-benefits/flexible-benefits-resources>

Coverage Effective Date
Your coverage will begin on the first day of following month after you have completed a full calendar month of continuous employment and have enrolled in the Flexible Benefits Program with 30 days of your date of hire in a benefits eligible position.

Dependent Coverage Effective Date
You may enroll eligible dependents at the time that you enroll as a new hire. For more information, please see the *You Decide* booklet or contact your Human Resources representatives. **Note:** You must enroll certain newly eligible dependents, i.e., over age 26 disabled dependent children, during your new hire enrollment.

Payroll Deduction Frequency
Payroll deduction frequency may vary by the Employing entities. Generally, Flexible Benefits Program premiums are deducted from your last paycheck in the month. If you enroll in a Flexible Spending Account

Agency
Department of Administrative Services (DOAS) – Human Resources Administration (HRA)

New Hire Enrollment
Website: www.GaBreeze.ga.gov
Phone: 877-342-7339
Deadline: Enroll within 30 days of your hire date
My Login: New users must create a Username and password at www.GaBreeze.ga.gov. Returning user may need to reset his/her password.

Benefits Guide
Link: *You Decide* booklet: <http://beam.ga.gov/my-benefits/>
www.GaBreeze.ga.gov
<http://doas.ga.gov/human-resources-administration/employee-benefits-information/flexible-benefits/flexible-benefits-resources>


Summary Plan Descriptions
www.GaBreeze.ga.gov

DOAS-HRA, HR Orientation Video Supplement, 1/14/2021

The New-Hire Orientation Training Supplemental Documentation



TEACHERS RETIREMENT SYSTEM OF GEORGIA



New Hire Enrollment
Website: www.trsga.com
Phone: (404) 352-6500
Deadline: Automatic enrollment for eligible Board of Education, library system, charter school, and RESA employees, Technical College System of GA (TCSGA), and Board of Regents (BOR) employees must enroll within 60 days of employment. Vested employees of TRS who transfer to an Employees' Retirement System (ERS) employer may elect to continue TRS contributions within 60 days of employment.
My Login: <https://trsga.org/Login/Login>

Payroll Deduction Frequency
Each pay period.


Dependent Coverage Effective Date
Effective upon full-time employment for all eligible positions. Effective upon selection for employees of TCSGA, BOR, and ERS.

Mission
To support Georgia educators by providing pension education, safeguarding plan investments, and efficiently administering retirement benefits.

Contact Us
Website: www.trsga.com
Email: www.trsga.com/contact-us
Phone: (404) 352-6500
Call Center Hours: 8:00 AM to 5:00 PM, Monday through Friday


Fun Facts – Data
-TRS was established in 1943 and is the largest public retirement system in Georgia.
-As of 06/2020, there are 259,767 active and 121,453 retired members.
-As of 07/2020, TRS had 7,185 retirees

Benefits Guide
Link: <https://www.trsga.com/wp-content/uploads/2019/08/Members-Guide-with-Cover.pdf>



TRSGA, HR Orientation Video Supplement, 10/23/2020

<Template for HR Orientation Videos Project Supplemental Handout – My Benefits – <State Health Benefit Plan>
One PDF for each Benefits Group: DCH, ERS, TRS and DOAS. Add pictures/graphics. Include links to more details. Limit to two pages.>



Agency – Benefit Group Name
Department of Community Health- State Health Benefit Plan

New Hire Enrollment
Website: www.mySHBPga.adp.com
Phone: 800-610-1863
Deadline: Within 31 days of your hire date in a benefits eligible position.
My Login: Don't have a Username or Password? Register at <https://myshbpga.adp.com/shbp>. Use the registration code SHBP-GA.

Benefits Guide
Link:

- New Hire section of SHBP website: <https://shbp.georgia.gov/new-members-0>
- SHBP Active Member Decision Guide at <https://shbp.georgia.gov/enrollment/open-enrollment>

Coverage Effective Date
The effective date of coverage for New Hires is the first of the month following one full calendar month of employment with an SHBP Employing Entity (i.e., Public School Systems and State Agencies who are required to participate in SHBP, as well as Board Members of Public School Systems, Charter Schools, Critical Access Hospitals, and Federally Qualified Health Centers.

Dependent Coverage Effective Date:
More information on Dependent Coverage Effective Dates here: <https://shbp.georgia.gov/active-members-eligible-dependents>

Payroll Deduction Frequency
SHBP does not handle Payroll deductions as we are not an employer; Payroll deductions are determined by each SHBP Employing Entity for its employees.

Mission
Mission: The mission of the Department of Community Health is to provide access to affordable, quality health care to Georgians through effective planning, purchasing, and oversight.

Insert photo(s) here>

Contact Us
Website: www.shbp.georgia.gov
Email: SHBPServicecenter@adp.com
Phone: 800-610-1863
Call Center Hours: Monday – Friday 8:30 a.m. to 5:00 p.m.

Fun Facts – Data
<Insert column of selected metrics/graphics, like number of participants, etc. and include a link to more information.>
SHBP has administered benefits to State Employees since 1961, and Teachers and Public School Employees since 1975.

<Insert Agency Acronym, Document Name, and Date>

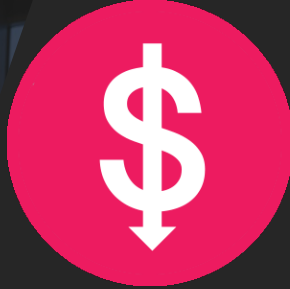
The New-Hire Orientation Training Videos - Goals



- Standardize orientation content for executive branch employees for common items
- Reduce the costs/resources from agencies individually to explain the same content repeatedly
- Make the orientation material available from anywhere at anytime



The New-Hire Orientation Training Videos - Goals



Cost Savings to the State of \$432,000



Time Saving to HR Professionals of 4,800 Hours



Accurate Information Provided by SMEs



Standard Information Available Online and In Person



Cost of the Video \$50,000

Creating the Videos – Initial Work



Enterprise Meetings

- Meetings with HRDs to determine needs and propose solutions
- Meetings with DOAS and OPB to determine budget
- Meeting with DOAS Legal Department to determine approach



Meetings with DOL

Once approach was determined:

- Meetings with DOL to determine next steps
- Meetings with DOL to determine budget
- Meeting with DOL to determine tasks
- Development of MOU between DOL and DOAS



Creating the Videos - Process



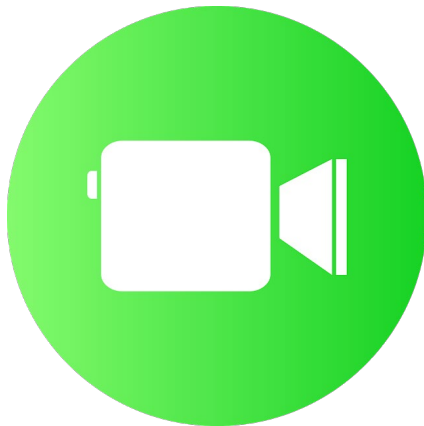
Enterprise meetings to decide on approach



Representatives from benefits Departments wrote content



Representatives from benefits departments and GPB wrote script



Test shoot designed to practice in studio, with actors, and equipment



Video shooting with representatives editing the shooting



Editing the video (cutting bloopers, etc.)



Enterprise Participants

- Sharon Carter (DOAS)
- Autumn Cole (DOAS)
- Sonja Willis (DOAS)

The Actors (Images by Daniel Delgado)



Tony Harris
(Emmy Award Winning
Journalist)



Beth Pilgreen
Houghton Talent





Department of Community Health

- Lekeisha Johnson (Deputy Chief, SHBP)
- Dianne Patterson (Sr. Manager, Eligibility and Benefits Administration)
- Jeffery Rickman (Exec. Director State Health Benefit Plan)
- Chas Strong (Director of Communications)
- Kaleema Thomas (Program Manager)



Department of Labor

- Paul Cornwall (Producer/Distance Learning Center)
- Ashley Howard (Director of Training and Staff Development)
- Nicole Long (Human Resources Director)

The Participants

Employees' Retirement System of Georgia

- Jamie Lanson (Communication Specialist)
- Jim Potvin (Executive Director)
- Angie Surface (Deputy Director)
- Danielle Templeton (Communications Director)

Teachers Retirement System

- Winston Buckley (Director of Communications and Outreach)
- Sonya Kinley (Human Resources Director)
- Anita Vichare (Communications Specialist)



Georgia Public Broadcasting

- Ashley Mengwasser (Host, Writer, and Executive Producer)
- Kathryn Maughon (Assistant)
- Mimi Ricks (Director of Studio Relations and Special Productions)

Department of Administrative Services (DOAS)

- Mirna Barker (Director of Enterprise Learning)
- Carla Gracen (Director of Compensation and Benefits)
- Al Howell (Deputy Commissioner)
- Bo McDaniel (Director of Talent Management/Policy and Compliance)
- Leneeqa Morris (Benefits Manager)
- Carla Murphy (Director of Communications and Marketing)

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Next Steps



Human Resources Administration

Creating enterprise-wide HR programs that help agencies attract, develop and retain a high-performing workforce.

HUMAN RESOURCES ADMINISTRATION

The DOAS Human Resources Administration Division (HRA) supports Executive Branch state employers of various types across Georgia. HRA provides talent management solutions that empower state agency HR and business leaders to manage their workforce in an effective and efficient manner.

The Division's core services include creation and maintenance of the state's job classification and pay structure; administration of state employees' Flexible Benefits Plan; talent management consulting services, including the states performance management system, policy interpretation and practical application tools designed to assist state entities in minimizing HR compliance risks. The Division also manages a statewide Charitable Contributions Program, which seeks to provide opportunities for state employees to remain engaged within their local communities.

to view the HRA [Newsletters and Advisories](#).

CONTACT

Deputy Commissioner's Office, Al Howell

 Phone
 (404) 656-2705

 Email
 lenora.harris@doas.ga.gov

View All Division Contacts



- Create a web page on the DOAS website
- Place videos and supplemental documentation on webpage
- Allow download of videos in MP4 and SCORM formats



