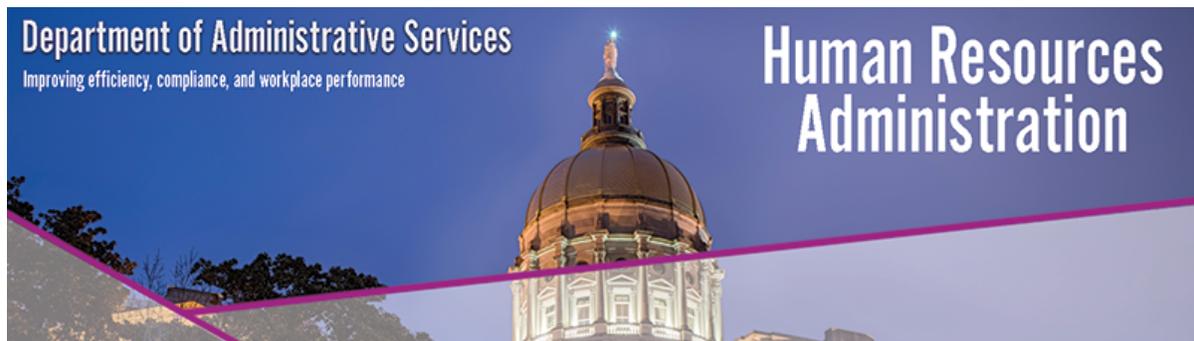


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For SHP Training Designees

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Annual Sexual Harassment Prevention Program April 27, 2021

The Department of Administrative Services (DOAS), Human Resources Administration (HRA) recently completed a review of the training and enrollment process for the continued implementation of the Statewide Sexual Harassment Prevention (SHP) Policy.

HRA relied on feedback and input from many of you to help inform this year's rollout of mandatory training for employees and supervisors/managers and, where feasible, made adjustments to the enrollment process to alleviate some of the administrative burden on agencies.

The following changes have been made to the mass enrollment process (Phase 1) for the training for Supervisors/Managers for TeamWorks and non-TeamWorks agencies:

Agencies that use TeamWorks Human Capital Management

DOAS will complete the following:

- Identify individuals in agencies with one or more direct reports per Position Management in PeopleSoft.
- Compile similar data currently in the DOAS Learning Management System (LMS).
- Compare and reconcile the sets of data retrieved from the two systems.

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names of employees who should be enrolled in the training.

Agencies must return the final “SHP Supervisor Manager Validation Report” to georgia.learning@doas.ga.gov no later than **May 20, 2021**.

DOAS will begin enrolling individuals into DOAS LMS during the first week of **June 2021**.

Agencies that do not use TeamWorks Human Capital Management

During the week of **April 26, 2021**, DOAS requests that agencies complete the following:

- Perform queries for Supervisors/Managers using your agency’s Human Resources system.
- Compare data provided by DOAS LMS of Supervisors/Managers currently in the DOAS Learning Management System at DOAS HR Tools.
- Reconcile the sets of data retrieved from the two systems.
- Use the spreadsheet provided by DOAS to make multiple updates and submit to georgia.learning@doas.ga.gov no later than **May 20, 2021**, before close of business (COB).

DOAS will begin enrolling individuals into DOAS LMS during the first week of **June 2021**.

In addition to the mass enrollment updates, we ask that you please use the online (Office of Inspector General - Designate or Change an Agency Designee) form to update agency HR contacts.

As we approach the **July 1, 2021**, official start of the FY22 Statewide Sexual Harassment Prevention training for all employees and contractors, HRA will continue to provide updates and reminders to assist with ongoing implementation.

Thank you for your assistance. If you have questions or need more information, please contact us at policy@doas.ga.gov, (404) 656-2705, or (877) 318-2772.

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