GA@WORK HCM Implementation for HR Directors

HCM Implementation for HR Directors

March 19, 2025

NEXTGEN

Agenda

- Welcome and Introductions

- Benefits Eligibility

- Supervisory Organization Structure

- ADP Tax Services

- Security Role Mapping

- Conclusion

Presenters

Benefits Eligibility

Carla Gracen
Director-HRA Benefits &
Compensation

Leneequa Morris
Benefits Manager

Supervisory Organization

Fe'loy Gibbs
HCM BA Manager

ADP Tax Services

Qiana Taylor
Senior Payroll Manager

Security Role Mapping

Pamela Woods
Project Manager - TeamWorks

Coker Patton
Security Lead – Financial Systems

Sharon Carter
Director – HR for DOAS

Benefits Eligibility

Benefits Eligibility

Purpose

Path to Benefits Eligibility

Queries

Resources

Deadlines

TeamWorks Data Cleanup

Employees' records with discrepancies have been identified in TeamWorks. To ensure employees' records are accurate before the data is transitioned to GA@WORK, data cleanup is needed.

This data cleanup impacts employees who are eligible or may be eligible for benefits in the following Programs.

- Department of Community Health/State Health Benefit Plan – Medical

- Department of Administrative Services/Human Resources Administration – Flexible Benefits

- Employees' Retirement System – 401(K)/457 and the various pension plans

- Teachers Retirement System - pension

Employee Benefits

TeamWorks Data Cleanup (cont'd)

The eligibility rules in TeamWorks must align with the benefits eligibility rules that have been configured in GA@WORK.

Current document:

From DOAS ACA Q&A Bulletin #5 – Page 49

Benefit Program	Allowable Empl Record	SCOA Employment Types	Employment Duration	Avg Hrs Per Week	Benefits / Programs
FLX	0	Regular OR Perm Labor	No established end date OR Extended Time Limited (Salaried)	30 - 40	All
				20 - 29	Leave, GDCP
NBP	Non - 0	Temporary including: seasonal, rehired retiree, casual, on-call, student &/or interns	≤ 3 Month	up to 40	GDCP
			> 3 Months - 9 Months	less than 30	
HBP	Non - 0		> 3 Months - 9 Months	30 or more	ACA Healthcare, GDCP
NOF	Non - 0	Perm Labor – Ongoing hourly paid employees; may be subject to special funding	> 9 Months	20 - 29	Leave, GDCP, Peach State Reserves 401(k)/457 Plans
HNF	Non 0		> 9 Months	30 or more	ACA Healthcare Leave, GDCP, Peach State 401(k) / 457 Plans

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Path to Benefits Eligibility

The Path to Benefits Eligibility data cleanup in TeamWorks starts with the HR Professionals in your agencies. The chart on the right – Path to Benefits Eligibility chart – is your entity's guide for reviewing the employees' records in TeamWorks and making any adjustments, if applicable.

TAKEAWAY:

After you receive the data cleanup email, please use the new chart in the email going forward.

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 (GDCP, 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 (GDCP)	NBP	Non-0
		30+ Actual Hours Worked	Health Benefits (ACA Eligible), Pension (GDCP)	HBP	
Regular OR Permanent Labor (may be subject to special funding)	Hourly or Salaried	less than 20	Pension (GDCP, JRS, or LRS), Peach State Reserves (401(k)/457)		Non-0
	Hourly	20 - 29	Pension (GDCP, JRS, LRS or TRS), Peach State Reserves (401(k)/457)	NOF	
	Salaried[2]	20 - 29	Pension (GDCP, JRS, LRS or TRS), Peach State Reserves (401(k)/457), Leave		
	Hourly	30+ Actual Hours Worked	ACA Health Benefits, Pension (GDCP, JRS, LRS or TRS), Peach State Reserves 401(k)/457	HNF	
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	Non-0

1. Full-time Students at Technical Colleges are not eligible for GDCP.

2. Salaried employees with 20-29 scheduled weekly hours are eligible for leave accruals at a prorated rate.

3. Eligibility is evaluated on "Scheduled Weekly Hours", not the actual hours worked. If there are no changes to the scheduled hours, there will be no changes to eligibility. If the hours on the position or the position change entirely, eligibility could be affected. The Actual Hours Worked for employees with less than 30 scheduled weekly hours are used for ACA look-back period calculations to determine eligibility.

4. Hourly employees are not eligible to accrue annual or sick leave.

Path to Benefits Eligibility (cont'd)

Definitions

Employment Types

Regular Employment	Assignment to a budgeted position with no established end date.
Permanent Labor	Hourly employees occupying labor-type positions that are established for more than nine (9) months.
Temporary	An employee hired for a time-limited assignment of less than nine (9) months. Temporary employees may be eligible for healthcare benefits depending on the length of assignment and anticipated work hours (ACA eligibility).

Pay Rate Type

Hourly	An employment arrangement in which a state employer pays an employee wages on an hourly basis for actual hours worked.
Salaried	Employment is compensated by an established interval amount, such as a semi-monthly or monthly rate, as opposed to being compensated on an hourly basis only for time worked.

NEXTGEN

Path to Benefits Eligibility (cont'd)

Definitions cont'd

Benefit Program/Group	
FLX	Employees who are eligible to participate in the State Health Benefit Plan's health plans, and the State of Georgia Flexible Benefits Program. These employees, almost always, are eligible for pension (ERS, JRS, LRS, or TRS), Deferred Compensation (401(k)/457), and leave.
NBP	Employees who are only eligible for the Georgia Defined Contribution Plan (GDCP).
HBP	Uses an ACA look-back process to determine when an employee's actual hours worked are 30 or more hours. These employees are eligible for health benefits and GDCP.
NOF	Employees who may be eligible for pension (GDCP, JRS, LRS, or TRS), Deferred Compensation (401(k)/457), and leave depending on their scheduled hours.
HNF	Uses an ACA look-back process to determine when an employee's actual hours worked are 30 or more hours.
NOB	Use only for board members who are not eligible for benefits.

Path to Benefits Eligibility (cont'd)

Definitions cont'd

Retirement Plans	
ERS	Employees' Retirement System
JRS	Judicial Retirement System
LRS	Legislative Retirement System
GDCP	Georgia Defined Contribution Plan
TRS	Teachers Retirement System

Queries

The following queries will assist your entity with identifying employees with inconsistent data for Benefits Programs, Pension Plans, and Savings Plans with the system rules.

Issue #290 Benefit Program 0NG012_BEN_ELIG_CRIT_GROUP

Issue #291 Pension Plan 0NG013_BEN_ELIG_CRIT_PEN

Issue #292 Saving Plan 0NG014_BEN_ELIG_CRIT_SAV

Resources

- Email communication to the entities' POCs and HRDs will include the following:

Job Aids

Benefits Eligibility Chart

Webinar Recording
Coming Soon

Take Action – HR Professionals

Read the Email and other artifacts

Review the data in the queries

Watch the Webinar

Update TeamWorks fields, as needed

Agency Data Cleanup

Deadline: **April 15, 2025**

> ### **Need help?**

Log a ticket if there are any issues with the queries, if employees will lose benefits, etc.

- **https://service.doas.ga.gov/app/AskNextgenSupport**

Select the most appropriate option:

Issue 290: Benefit Program Eligibility
Issue 291: Pension Eligibility
Issue 292: Savings Eligibility (401(k)/457)
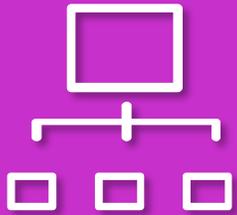
QUESTIONS

Supervisory Organization Structure

Supervisory Organization Structure

What is a Supervisory Organization (Sup Org)?

A supervisory organization (sup org) in GA@WORK is a group of workers and their managers within a company's organizational structure. Sup Orgs are the foundation of Workday and are similar to organizational charts.
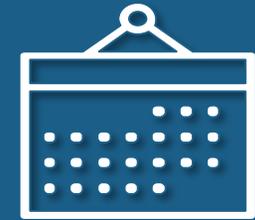
STRUCTURE WORKFORCE

Sup Orgs help structure the workforce to support the agencies goals.

DEFINE REPORTING STRUCTURE

Sup Orgs show who reports to whom and outlines managerial responsibilities.

SUPPORT BUSINESS PROCESSES

Sup Orgs help define pathways for approvals, task assignments, and performance accountability.

How Did We Get Here

Phase 1

- Sup Org project began in August 2024 in Ga2 tenant

- Agency meetings with Michael McGaffigan

Phase 2

- Continued work of Sup Org Design Ga2 & Ga5 tenant

- October 31, 2024 Snapshot from PS Production

Phase 3

- January 21, 2025 to February 6, 2025 – Daily working sessions

- February 14, 2025 – Completion of Sup Org Designs

NOTE: When we say Sup Org is "done," what does that mean for agencies?
"DONE" means they have completed their Supervisory Organization design in the Ga4 tenant. This is an ongoing assignment that will be conducted in two additional tenants.

Updating My Sup Org Pre-Go-Live

If it is determined that an agency's Sup Org hierarchy needs to be revised, the following steps will need to be followed:

STEP 1

STEP 2

STEP 3

STEP 4

Agency sends email to the SAO Customer Service Center, HCM@sao.ga.gov

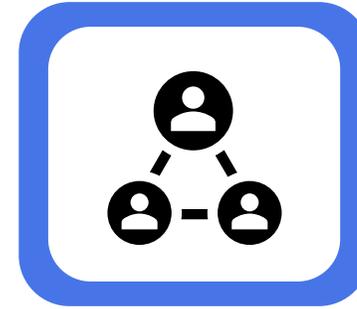In the email's subject type HCM Sup Org Design – 999 (provide your 3 digit agency number)

In the body of the email, provide a description as to the changes that need to be made.

(i.e. a subordinate Sup Org needs to be moved, there is a missing manager, etc.)

The Sup Org ticket will be assigned to an SAO HCM BA to review.

The HCM BA will review the request and make design changes to the agency's Sup Org.

Updating My Sup Org Pre-Go-Live (cont'd)

If it is determined that an agency's Sup Org hierarchy needs to be revised, the following steps will need to be followed:

STEP 5

The HCM BA will contact the agency and set up a review to cover the requested changes with the agency.

STEP 6

Once the agency has reviewed the changes and provided written approval, the HCM BA will process the design.

STEP 7

The Sup Org ticket will be assigned to an SAO HCM BA to review.

QUESTIONS

ADP Tax Services

ADP Tax Services

ADP will be handling agencies' payroll tax services for agencies currently using TeamWorks payroll / future GA@WORK users.

What's changing

- Agencies will need to appoint an ADP Contact who will have access to manage agency tax documents in the ADP Portal.

- Training will be provided for ADP Portal, Smart Connect and Smart Compliance.

- For agencies using Payroll Shared Services via SAO
  - Payroll Shared Services will handle Audits, Reports, Submissions on your behalf

ADP Tax Services

Where we need your help

February 27

Email sent to Agency Heads, CFOs, HRDs, NextGen POCs outline next steps in the process.

March 5

Email sent to HR Directors, with CFOs in copy. Need help to confirm the list of any employees conducting work outside of the state. Info needed to set up additional tax jurisdictions.
Response due March 21.

Coming Soon

Email coming to CFOs with 3 forms to complete onboarding process with ADP.
1. Provides ADP Power of Attorney to file on your agency's behalf
2. Banking information for reverse wire
3. Provides ADP with important contact details and payroll cadence

QUESTIONS

Security Role Mapping

Security Role Mapping and Preview Day

Security Role Mapping

April 9- May 9

Agency Security Partners (current ASOs) will receive templates to complete role mapping assignments for HCM and FIN/PRO.

NOTE: ASPs are the contact for this activity and **NOT** the business owner.

Security Preview Day

Date: April 9, 2025

Time: FIN/PRO sessions 8:00 – 11:20 a.m.

HCM sessions 12:00 – 3:00 p.m.

Location: Floyd Room, 20th Floor, West Tower

Attendees: ASPs, HRDs, CFOs, BAs, CSCs and other Security Stakeholders

Overview: The NextGen Security Team will provide an overview of security activities, roles and responsibilities, system navigation, and more in the new GA@WORK system.

Registration information for Security Preview Day will be delivered from NextGen_SecMap @sao.ga.gov

Security Role Mapping

- Remember the future roles in GA@WORK **ARE NOT** 1:1 with current roles in TeamWorks

  Example: HR Specialist may initiate a process and someone else (i.e. HR Partner) needs to approve. Once approved by one HR Partner, there is no need for approval by other HR Partners.

- The word Supervisory after the title does not mean Supervisor as an HRD would use the term

- HR Specialist role is required if you are using Recruiting. Onboarding tasks route to HR Spec **NOT** HR Partner

HR Analyst (Supervisory)	Role-Based Security Group (Constrained)	HR Analyst (Supervisory)	View all HR setup and operational data for assigned supervisory organizations. No approval authority.
HR Director (Supervisory)	Role-Based Security Group (Constrained)	HR Director (Supervisory)	HR Director with access to enter and approve all Core HR and Compensation transactions
HR Executive (Supervisory)	Role-Based Security Group (Constrained)	HR Executive (Supervisory)	View all HR operational data for assigned supervisory organizations. Approval authority for all HCM business processes.
HR Partner (Supervisory)	Role-Based Security Group (Constrained)	HR Partner (Supervisory)	Initiate actions on members of assigned supervisory organizations such as create position, hire, change job, compensation change, performance review, recruiting, leaves, time off and termination. Review and approval authority for some HCM business processes.
HR Specialist (Supervisory)	Role-Based Security Group (Constrained)	HR Specialist (Supervisory)	Initiate HR transactions and basic HR functions for assigned organizations. Examples include creating new positions, job assignments, and managing compensation events. No approval authority.

Security Mapping Template Alignment with Sup Org Designs

The Supervisory Organization ID **needs to match** the Code assigned to the supervisory org in your sup org design **OR** your Security Mapping template will not have an "org box" to map to.

QUESTIONS

NEXTGEN

Recap

Important Icons

 Reminder

 Important Dates

 Task

Future Meetings

GA@WORK HCM

Implementation for HR Directors

- May 21, 2025

- June 18, 2025

- August 20, 2025

HR Community Meeting

- April 15, 2025

- July 22, 2025

- October 21, 2025

Upcoming Townhall

- April 14, 2025

Action Items

ADP Tax Services Response
- March 21, 2025

Adaptive Planning SIT
- April 21 – May 16, 2025

Benefits Eligibility
- Data Cleanup Deadline: April 15, 2025

Enterprise User Acceptance Testing Dates
- June 2 – August 1, 2025

Security Preview Day
- April 9, 2025

Data Cleanup
- Ongoing

Data Validation
- Summer 2025

Stay in the know!

| Send any questions to the NextGen inbox: NextGen@sao.ga.gov | Check out the NextGen website: sao.georgia.gov/nextgen | Connect with your POCs for agency-specific updates | Subscribe and read the monthly NextGen Newsletter | Follow us on LinkedIn: @ **GA State Accounting Office** |

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Thank you!

Questions about NextGen
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