

# Department of Administrative Services

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## TeamWorks Data Cleanup

March 19, 2025



# Agenda



Purpose



Path to Benefits  
Eligibility



Queries



Resources



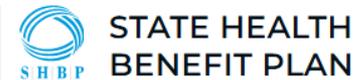
Deadlines

# 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



# 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
HBP	Non - 0		> 3 Months - 9 Months	less than 30	
			> 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

# Path to Benefits Eligibility

The Path to Benefits Eligibility data cleanup in TeamWorks starts with the HR Professionals in your agencies. The chart below – Path to Benefits Eligibility is your entity’s guide for reviewing the employees’ records in TeamWorks and making any adjustments, if applicable. After you receive the data cleanup email, please use the new chart going forward.

Path to Benefits Eligibility Chart (REV March 2025)					
State Chart of Accounts (SCOA) Employment Types	Pay Rate Type	Scheduled Weekly Hours <sup>2</sup>	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 <sup>4</sup>	FLX	0
		35+	Health Benefits, Flexible Benefits, Pension (ERS, JRS, LRS or TRS), Peach State Reserves (401(k)/457), Leave <sup>4</sup>		
Temporary (includes seasonal, rehired retiree, casual, on-call, student <sup>1</sup> , and/or interns)	Hourly or Salaried	0 - 40	Pension (GDGP)	NBP	Non - 0
		30+ Actual Hours Worked	Health Benefits (ACA Eligible), Pension (GDGP)	HBP	
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 <sup>2</sup>	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	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 GDGP.

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.

# 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

## 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.

<b>Issue # 290 Benefit Program 0NG012_BEN_ELIG_CRIT_GROUP</b>
<b>Issue # 291 Pension Plan 0NG013_BEN_ELIG_CRIT_PEN</b>
<b>Issue # 292 Saving Plan 0NG014_BEN_ELIG_CRIT_SAV</b>

# Resources

- Email communication to the entities' POCs and HRDs will include the following:
  - Job Aids
  - Path to Benefits Eligibility Chart
  - Recorded Webinar with PowerPoint

# Take Action – HR Professionals

- Read the Email and other artifacts
- Watch the Webinar
- Review the data in the queries
- 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, 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)



## Human Resources Administration

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