

# Department of Administrative Services

Lead. Empower. Collaborate.

## Quarterly HR Community Meeting

Human Resources Administration

August 20, 2024

# Welcome

Al Howell  
Deputy Commissioner  
Human Resources Administration  
Department of Administrative Services

**Quarterly  
HR Community Meeting  
AGENDA  
August 20, 2024  
10:00 AM – 12:00 PM  
Via MS TEAMS**

**AGENDA**

**Quarterly HR Community Meeting  
August 20, 2024**

10:00 AM – 10:05 AM	Welcome Al Howell, DOAS
10:05 AM – 10:35 AM	Flexible Benefits Update for 2025 Leneequa Morris, DOAS
10:35 AM – 10:50 AM	FLSA Update Latatia West, DOAS Kori Woodward-Dickens, DOAS
10:50 AM – 11:05 AM	Campus Relations Update/Internship Program Monique Jenkins, DOAS
11:05 AM – 11:25 AM	Enterprise Branding Overview (Digital Media Update) Monique Jenkins, DOAS Kristy McClendon, DOAS
11:25 AM – 11:45 AM	Workday Demo – GA@Work Sonja Willis, DOAS Tonia Nelson, DOAS
11:45 AM - 12:00 PM	Wrap-Up Al Howell, DOAS

# Flexible Benefits Update

Leneequa Morris  
Sr. Manager, Benefits  
Human Resources Administration  
Department Of Administrative Services

# Quarterly HR Community Meeting

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Human Resources Administration  
August 20, 2024



Starts October 15, 2024, at 1:00 a.m. ET

Ends: November 9, 2024, at 12:59 a.m. ET

### What eligible employees can do during Open Enrollment

- Enroll in Flexible Benefits coverage
- Change plan options and/or vendors
- Enroll eligible dependents
- Drop covered dependents
- Decrease or increase coverage tiers
- Discontinue Flexible Benefits plan option(s)

**FLEXIBLE  
BENEFITS  
FOR YOU**

### Important notes

- Flexible Benefits plan options, excluding Flexible Spending Accounts (Health Care, Dependent Care) automatically roll over to Plan Year 2025
- Flexible Spending Accounts do not automatically roll over. If employees want to continue their contributions for Plan Year 2025, they must re-enroll during this OE period

### Effective January 1, 2025

- Health Care Flexible Spending Account (HCFSA) limit will increase

2024 HCFSA Limit	2025 HCFSA Limit
\$3,000	\$3,144

- Dependent Care Flexible Spending Account (DCFSA) limit will change

2024 DCFSA Limit	2025 DCFSA Limit
\$4,992	\$4,944

- Unum Long-Term Care (LTC) rates will increase 9.9% (all plan options)

**NOTE** LTC rates are regulated by GA Office of Insurance Commissioner

**The Standard's Short-Term Disability (STD) and Long-Term Disability (LTD) coverage termination dates are changing**

Effective Jan. 1, 2025, STD and LTD coverage will terminate at **the end of the month** employment terminates (instead of the day employment ends)

**Disabled dependents who meet eligibility criteria can be enrolled during Open Enrollment (2024 retroactive change)**

## Program administration fees increasing

- \$0.70 in 2024 increasing to \$1.15 in 2025
- Health Care Flexible Spending Account (HCFSA) increasing to \$3.50
  - FSA vendor fee of \$2.35
  - Flexible Benefits administrative fee of \$1.15
- **NEW** Dependent Care Flexible Spending Account (DCFSA) fee of \$3.50
  - FSA vendor's fee of \$2.35
  - Flexible Benefits administrative fee of \$1.15
- **NEW** If enrolled in DCFSA *and* HCFSA, one FSA vendor fee and an administrative fee of \$1.15 per account will be assessed, for a total of \$4.65



## Flexible Spending Account contract awarded to Total Administrative Services Corporation (TASC)

Flexible Spending Account Fees		
Coverage Types	Current 2024 HealthEquity	2025 TASC
Health Care FSA Only	\$3.20	\$3.50
Dependent Care FSA Only	\$0.00	\$3.50
DCFSA and HCFSA	\$3.20	\$4.65

- TASC's vendor fee of \$2.35 is assessed only once if you enroll in both FSAs
- The administrative fee of \$1.15 is applied to each FSA

### Short-Term Disability

The Standard retained the contract to administer Short-Term Disability (STD) and Long-Term Disability (LTD) plan options



#### 2025 rate decrease

##### Option A - 7 Day Benefit Waiting Period (BWP)

*Rates shown are monthly per \$1,000 of Salary*

Age Bands	PY 2024 Rates		PY 2025 Rates	
	The Standard	The Standard	The Standard	The Standard
0 to 29	\$0.466		\$0.382	
30 to 34	\$0.447		\$0.367	
35 to 39	\$0.466		\$0.382	
40 to 44	\$0.508		\$0.417	
45 to 49	\$0.561		\$0.460	
50 to 54	\$0.608		\$0.499	
55 to 59	\$0.713		\$0.585	
60 to 64	\$0.803		\$0.658	
65 to 69	\$0.979		\$0.803	
70 or over	\$1.511		\$1.239	

##### Option B - 30 Day Benefit Waiting Period (BWP)

*Rates shown are monthly per \$1,000 of Salary*

Age Bands	PY 2024 Rates		PY 2025 Rates	
	The Standard	The Standard	The Standard	The Standard
0 to 29	\$0.247		\$0.203	
30 to 34	\$0.242		\$0.198	
35 to 39	\$0.247		\$0.203	
40 to 44	\$0.276		\$0.226	
45 to 49	\$0.304		\$0.249	
50 to 54	\$0.333		\$0.273	
55 to 59	\$0.385		\$0.316	
60 to 64	\$0.437		\$0.358	
65 to 69	\$0.532		\$0.436	
70 or over	\$0.812		\$0.666	

## Long-Term Disability

### 1) LTD - Without Retirement Disability, Under Social Security

Monthly Rates per \$1,000 of Salary

Age Bands	PY 2024 Rates - The Standard	PY 2025 Rates - The Standard
0 to 29	\$0.151	\$0.124
30 to 34	\$0.215	\$0.177
35 to 39	\$0.270	\$0.221
40 to 44	\$0.311	\$0.255
45 to 49	\$0.536	\$0.439
50 to 54	\$0.715	\$0.586
55 to 59	\$0.934	\$0.766
60 to 64	\$1.100	\$0.902
65 to 69	\$1.466	\$1.202
70 or over	\$1.466	\$1.202

### 2) LTD - Without Retirement Disability, Not Under Social Security

Monthly Rates per \$1,000 of Salary

Age Bands	PY 2024 Rates - The Standard	PY 2025 Rates - The Standard
0 to 29	\$0.160	\$0.131
30 to 34	\$0.243	\$0.199
35 to 39	\$0.302	\$0.248
40 to 44	\$0.339	\$0.278
45 to 49	\$0.596	\$0.489
50 to 54	\$0.798	\$0.654
55 to 59	\$1.026	\$0.841
60 to 64	\$1.205	\$0.988
65 to 69	\$1.613	\$1.323
70 or over	\$1.613	\$1.323

### 3) LTD - With Retirement Disability, Under Social Security

Monthly Rates per \$1,000 of Salary

Age Bands	PY 2024 Rates - The Standard	PY 2025 Rates - The Standard
0 to 29	\$0.128	\$0.105
30 to 34	\$0.128	\$0.105
35 to 39	\$0.128	\$0.105
40 to 44	\$0.128	\$0.105
45 to 49	\$0.128	\$0.105
50 to 54	\$0.261	\$0.214
55 to 59	\$0.467	\$0.383
60 to 64	\$0.564	\$0.462
65 to 69	\$0.921	\$0.756
70 or over	\$0.921	\$0.756

### 4) LTD - With Retirement Disability, Not Under Social Security

Monthly Rates per \$1,000 of Salary

Age Bands	PY 2024 Rates - The Standard	PY 2025 Rates - The Standard
0 to 29	\$0.138	\$0.113
30 to 34	\$0.138	\$0.113
35 to 39	\$0.138	\$0.113
40 to 44	\$0.138	\$0.113
45 to 49	\$0.138	\$0.113
50 to 54	\$0.293	\$0.240
55 to 59	\$0.518	\$0.424
60 to 64	\$0.623	\$0.511
65 to 69	\$1.017	\$0.834
70 or over	\$1.017	\$0.834



Dental HMO & Dental PPO



Eligibility and Enrollment



Flexible Spending Accounts



- Life and Accidental Death & Dismemberment Insurance
- Legal Plans



Long-Term Care Insurance

Long-Term Care plans unavailable to new entities on-boarding into the Flexible Benefits Program



Vision Care



Short-Term & Long-Term Disability Insurance



- Critical Illness Insurance
- Accident Insurance,
- Hospital Indemnity Insurance
- Cancer Insurance

- Dental (DHMO & PPO options)
- Vision
- Employee Life
- Spouse Life
- Child Life
- Accidental Death & Dismemberment (AD&D)
- Health Care Flexible Spending Account (HCFSA)
- Dependent Care Flexible Spending Account (DCFSA)

- Short-Term Disability (STD)
- Long-Term Disability (LTD)
- Employee Critical Illness
- Spouse Critical Illness
- Child Critical Illness
- Accident Insurance
- Hospital Indemnity Insurance
- Cancer Insurance
- Legal Plans
- Long Term Care (LTC)

- On-site and Virtual Benefits Fairs
- Employee Benefits Handbook, Benefits at-a-Glance, and 2025 rates will be posted at <https://team.georgia.gov/benefits-overview>
- Open Enrollment Benefits Coordinator Training – September 19, 2024
- GaBreeze Mobile App
- GaBreeze Benefits Center – Weekdays, 8:00 a.m. to 5:00 p.m. ET



Watch for Open Enrollment email reminders

## Reminder

**Enrolling new dependents during Open Enrollment,  
whether as a new hire or Qualifying Life Event (QLE)?**

Participants will be asked to verify their dependents



# FLEXIBLE BENEFITS FOR YOU



Human Resources Administration

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# FLSA Update

Latatia West  
Manager, HRA – Policy Unit

Kori Woodward-Dickens  
Attorney, Commissioner's Office, Legal  
Department of Administrative Services

# Department of Administrative Services

Improving efficiency, compliance, and workplace performance

## FLSA Updates

Human Resources Administration



# FLSA Tools

Share to



The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and employment standards that affect employees. These tools contain information for the HR Community that aids in understanding and applying the FLSA rule change, effective July 1, 2024.

## Resources

 [FLSA Announcement 2024.pdf](#)

## Historical Documents

 [FLSA Announcement 2019.pdf](#)

 [Memo to all employees regarding FLSA OT changes](#)

 [Memo to exempt employee regarding FLSA OT changes](#)

 [FLSA Changes Job Guide Dec 2019\\_FINAL](#)



**Contact Human Resources Administration Division**

[View All Human Resources Administration Contacts](#)

Call Us: [404-656-2705](tel:404-656-2705)

Email: [hra@doas.ga.gov](mailto:hra@doas.ga.gov)

Link to tools: <https://doas.ga.gov/human-resources-administration/flsa-tools>



## FLSA Overtime Final Rule

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### FLSA overtime final rule

This advisory provides an update on the release by the U.S. Department of Labor (USDOL) of a final rule on Fair Labor Standards Act (FLSA) overtime regulations on April 23, 2024. The final rule becomes effective July 1, 2024, meaning employers have a little over a month to make changes to comply. While the final rule updates regulations related to the FLSA overtime provisions, it does not in any way impact state compensatory time. For the policy related to state compensatory time, refer to [Joint OPB/DOAS Statewide Policy 7](#).

### What does the final rule say?

The final rule focuses primarily on extending overtime protections by increasing the salary and compensation levels needed for white collar employees to be classified as FLSA-

# Status of the Final Rule



- On July 1, 2024, the Final Rule became effective with the salary threshold increasing to \$844 per week (i.e., \$43,888 annually). This threshold increases again on January 1, 2025, to \$1,128 per week (i.e., \$58,656 annually).
- On June 28, 2024, a federal judge in the Eastern District of Texas enjoined the DOL from enforcing the Final Rule against the State of Texas as an employer.
- Currently, there is no nationwide injunction, and the new salary threshold is in effect. Other lawsuits are pending in Texas.

# Appendix 1 – Statewide Overtime Policy

## Appendix 1 - Statewide Overtime Policy

### ***EXEMPTION OF EXECUTIVE, ADMINISTRATIVE, PROFESSIONAL, AND COMPUTER EMPLOYEES UNDER THE FLSA***

The exempt or non-exempt status of any employee must be determined based on whether duties, responsibilities and salary meet the requirements for exemption. The employee's title or classification is of no significance in determining whether the tests are met.

It is the responsibility of the Agency Head, or their designee, to determine whether any exemption is applicable to employees.

Following is an outline of the terms and conditions to be followed in determining those employees exempt from the overtime provisions of the Fair Labor Standards Act.

Link to policy: <https://doas.ga.gov/sites/default/files/2024-08/Policy%207%20-%20Overtime%20-%20Appendix%201%20%28revised%208-13-24%29.pdf>

# Appendix 1 – Statewide Overtime Policy

<p style="text-align: center;">Appendix 1 - Statewide Overtime Policy</p> <p><b>EXECUTIVE EXEMPTION CHECKLIST</b></p> <ol style="list-style-type: none"> <li>1. Does the employee receive a salary of at least \$43,888 annually (\$844 per week)?           <p><input type="checkbox"/> Yes – go to #2  <input type="checkbox"/> No – Not executive exempt (go to Administrative or Professional Checklist)</p> </li> <li>2. Is the employee's primary duty - the management of a customarily recognized sub-division of the department?           <p><input type="checkbox"/> Yes – go to #3  <input type="checkbox"/> No – Not executive exempt (go to Administrative or Professional Checklist)</p> </li> <li>3. Does the employee customarily and regularly supervise two or more full time employees?           <p><input type="checkbox"/> Yes – go to 4  <input type="checkbox"/> No – Not executive exempt (go to Administrative or Professional Checklist)</p> </li> </ol> <p>4. Does the employee's primary duty require the consistent exercise of discretion and independent judgment in significant matters?</p> <p><input type="checkbox"/> Yes – go to #2  <input type="checkbox"/> No – Not executive, professional, or administrative exempt</p> <p><b>ADMINISTRATIVE EXEMPTION CHECKLIST</b></p> <ol style="list-style-type: none"> <li>1. Does the employee receive a salary (or fee basis pay) of at least \$43,888 annually (\$844 per week)?           <p><input type="checkbox"/> Yes – go to #2  <input type="checkbox"/> No – Not executive, professional, or administrative exempt</p> </li> <li>2. Is the employee's primary duty office or non-manual work directly related to management policies or general business operations of the employer or the employer's customers?           <p><input type="checkbox"/> Yes – go to #3  <input type="checkbox"/> No – Not administrative exempt (go to Executive or Professional Checklist)</p> </li> <li>3. Does the employee exercise discretion and independent judgment in significant matters?           <p><input type="checkbox"/> Yes – Exempt – Administrative  <input type="checkbox"/> No – Not administrative exempt (go to Executive or Professional Checklist)</p> </li> </ol>	<p style="text-align: center;">Appendix 1 - Statewide Overtime Policy</p> <p><b>PROFESSIONAL EXEMPTION CHECKLIST</b></p> <ol style="list-style-type: none"> <li>1. Does the employee receive a salary (or fee basis pay) of at least \$43,888 annually (\$844 per week)?           <p><input type="checkbox"/> Yes – go to #2  <input type="checkbox"/> No – Not executive, professional, or administrative exempt</p> </li> <li>2. Is the employee's primary duty that of a professional either in (a) a learned profession or (b) an artistic profession? (see commentary for definitions)?           <p><input type="checkbox"/> Yes – go to #3  <input type="checkbox"/> No – Not professional exempt (go to Executive or Administrative Checklist)</p> </li> <li>3. Is the employee's work primarily intellectual and does it require the consistent exercise of discretion and judgment?</li> </ol> <p><b>COMPUTER EMPLOYEE CHECKLIST</b></p> <ol style="list-style-type: none"> <li>1. Does the employee receive a salary of at least \$844 per week (\$43,888 annually) or an hourly rate of at least \$27.63 or more?           <p><input type="checkbox"/> Yes – go to #2  <input type="checkbox"/> No – Not Computer exempt</p> </li> <li>2. Does the employee work as a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker in the computer field performing one of the following as the employee's primary duty:           <ul style="list-style-type: none"> <li>o The application of systems analysis techniques and procedures, including consulting with users to determine hardware, software or system functional specifications;</li> <li>o The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;</li> <li>o The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or</li> <li>o A combination of the aforementioned duties, the performance of which requires the same level of skills.</li> </ul> <p><input type="checkbox"/> Yes – Computer Employee Exemption  <input type="checkbox"/> No – Not Computer exempt</p> </li> </ol>
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## Review of statewide data

- Review of Peoplesoft is showing that there are nearly 600 positions below the new salary threshold that are still marked as FLSA exempt in the system. Agencies should be sure to go back and take a look those impacted positions.
- Review of positions that have the Highly Compensated Employee exemption is showing that there are 27 positions with this label that fall below the new threshold for this category. The new threshold for highly compensated employees is \$132,964. Agencies should be sure to go back and review those positions.

# Review of statewide data

- Other information to mention:
  - Forty positions have the outside sales exemption. Positions with this exemption ranged from titles such as: Licensed Social Worker, Senior Business Manager, Customer Service Representative, etc.
  - There were also several positions with the executive exemption that fall into lower-level positions.



Human Resources Administration

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404-656-2705

[www.doas.ga.gov](http://www.doas.ga.gov)

**HRA Policy**

[policy@doas.ga.gov](mailto:policy@doas.ga.gov)

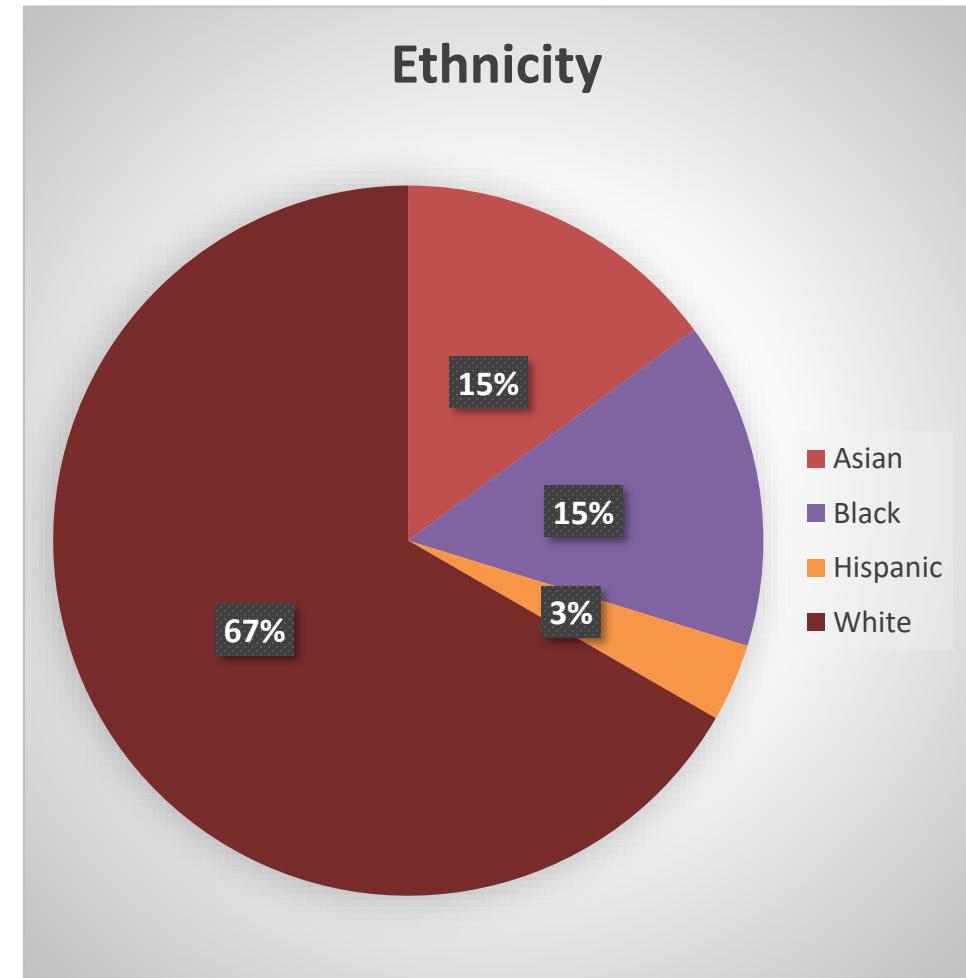
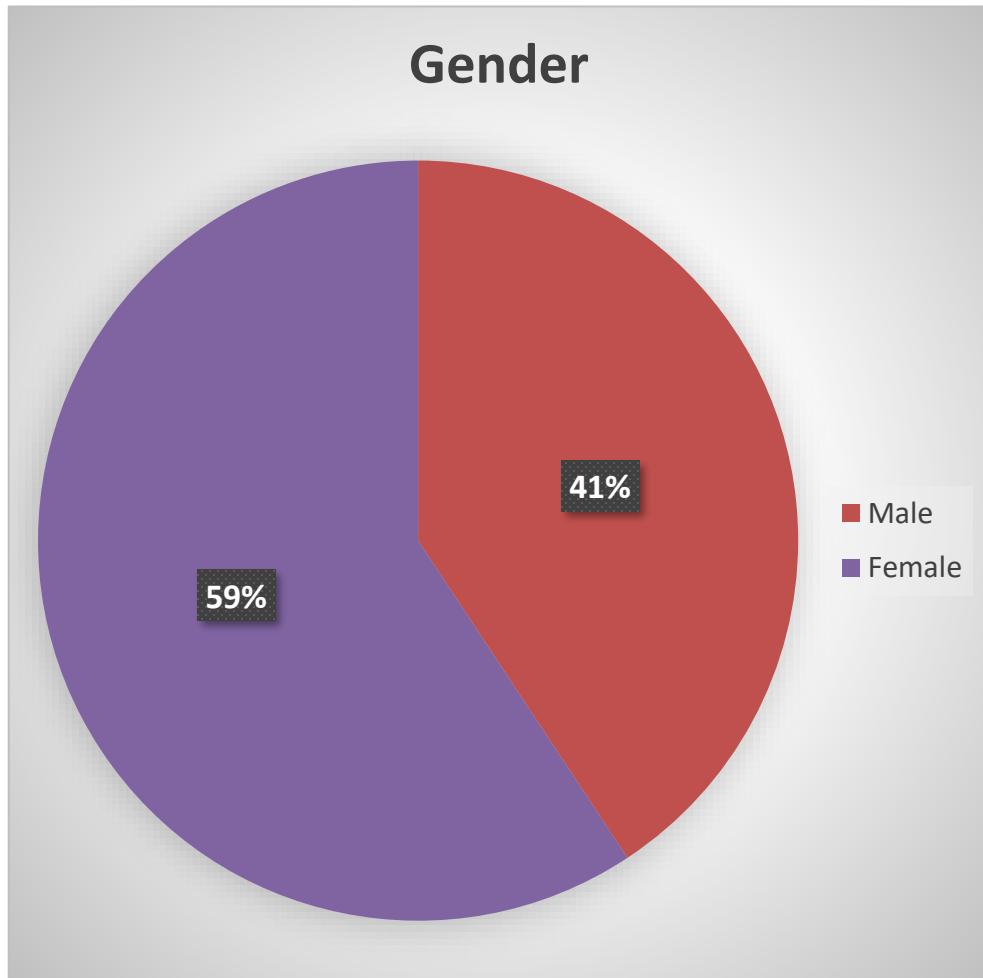
# **Campus Relations Update Internship Program**

Monique Jenkins  
Sr Manager, Talent Management Services  
Human Resources Administration  
Department of Administrative Services

# Current Intern Class Overview (Spring and Summer 2024)

- 19 Unpaid Interns
- 71 Undergraduate Interns
- 54 Graduate Interns
- Total Interns Hired: **144**
- Avg. Hourly Rate
  - \$12.40 - Undergraduate
  - \$18.26 - Graduate
- Where do they Live?
  - Mostly GA
  - NC – 1, TX – 1, MD – 1, FL – 1, TN – 1, SC – 1, PA – 1, AL – 1
- Agencies Represented: **18**
  - 369, 402, 403, 405, 407, 408, 409, 412, 418, 419, 422, 441, 465, 466, 469, 471, 477, 492

# Current Intern Class Demographics – Spring and Summer 2024



# Fall 2024 Recruiting Schedule

Date	Time	College/University	Event Title
8/27/2024	11 am – 1 pm	Dalton State College	All Majors Career Fair
8/27 - 8/29/ 2024	Various	Georgia Southern University	State Agency Career Week
9/5/2024	12:00pm - 3:00pm	University of North Georgia	All Majors Career Fair (Dahlonega)
9/12/2024	10 am – 1 pm	Clayton State University	Internship Fair
9/17/2024	12:00pm - 2:00pm	Columbus State University	Turner College of Business Career
9/18/2024	11:00am - 3:00pm	Georgia Southern University	Fall Eagle Expo / Career Showcase
9/23/2024	12 pm – 5 pm	University of Georgia	Fall Career & Internship Fair
9/25/2024	10 am – 2 pm	Valdosta State University	All Major Career Fair
9/25/2024	10 am – 2 pm	Savannah State University	Career & Graduate School Fair
9/25/2024	3:00pm - 6:00pm	University of North Georgia	All Majors Career Fair (Gainesville)
9/25/2024	10:00am - 2:00pm	Mercer University	Job & Internship Fair
9/26/2024	11:00am - 4:00pm	Albany State University	All Majors Career Fair
10/2/2024	10 am – 3 pm	Georgia State University	Fall All Majors Career & Internship Fair
10/2/2024	10:30am - 2:30pm	Georgia College & State University	Career & Graduate School Fair
10/3/2024	12 pm – 3 pm	Georgia Gwinnett College	Job & Graduate School Fair
10/9/2024	11:00am - 2:00pm	Middle Georgia State Univeristy	All Majors Career Fair
10/15/2024	11 am – 3 pm	Kennesaw State University	All Major Fall Job & Internship Fair
10/16/2024	10:00am - 1:00pm	North Georgia Technical College	Fall College and Career Fair (Blairsville)
10/17/2024	TBD	Kennesaw State University	Government and Non-Profit Job and Internship Fair
10/24/2024	10 am – 2 pm	Berry College	Fall Career Expo
11/5/2024	TBD	Gordon State College	Fall Career Fair
11/6/2024	10 am – 2 pm	Abraham Baldwin Agr. College	Career & Graduate School Fair
11/14/2024	10:00am - 1:00pm	Georgia Northwestern Technical College	State Agency Only Career Fair (Rome)

# Enterprise Branding Overview

## Digital Media Update

Monique Jenkins

Sr Manager, Talent Management Services

Kristy McClendon

Manager, Recruiting and Retention Unit  
Enterprise Talent Management Services

Human Resources Administration

Department of Administrative Services

# Employer Branding Updates

- DOAS HRA supports state employers in Georgia
  - Coordination of job fairs
  - Promoting state employment opportunities
  - Enterprise Branding strategy to elevate statewide recruiting endeavors
- DOAS HRA - Recruitment and Retention unit has partnered with the Odonnell marketing firm to develop an all-encompassing enterprise branding message: "Making GA State Agencies, the employer of choice." This aligns with the shared vision of all 5 WSI workgroups.
  - Primary Objective: to create a comprehensive recruiting campaign for the State of Georgia.
  - Develop a Statewide Marketing Strategy: will provide creative briefs, messaging strategies, creative approaches, and identify targeted audiences
  - The Odonnell marketing firm has been specifically tasked with creating a comprehensive recruiting campaign for the State of Georgia.

# WSI

# Workgroups

## ACCOUNTING WORKGROUP

GEORGIA  
WORKFORCE  
STRATEGIES  
INITIATIVE

**GOAL** To develop and implement strategies and programs to boost employment and interest in state jobs

## PROCUREMENT WORKGROUP

GEORGIA  
WORKFORCE  
STRATEGIES  
INITIATIVE

## LAW ENFORCEMENT WORKGROUP

GEORGIA  
WORKFORCE  
STRATEGIES  
INITIATIVE

**GOAL** To develop and implement strategies and programs to boost employment and interest in state jobs

## INFORMATION TECHNOLOGY WORKGROUP

GEORGIA  
WORKFORCE  
STRATEGIES  
INITIATIVE

**GOAL** To develop and implement strategies and programs to boost employment and interest in state jobs

## SOCIAL SERVICES WORKGROUP

GEORGIA  
WORKFORCE  
STRATEGIES  
INITIATIVE

**GOAL** To develop and implement strategies and programs to boost employment and interest in state jobs

# Carl Vinson Institute for Government (CVIOG)

- DOAS HRA has partnered with the Carl Vinson Institute for Government (CVIOG) to collaborate with three other WSI workgroups - Law Enforcement, Information Technology, and Social/Human Services – to create customized videos for each workgroup. The goal for this collaboration is to effectively attract and captivate a wider pool of applicants who are keen on pursuing career opportunities within the state.



# State Agency Only Career Events



- Throughout the spring of 2024, the R&R unit successfully hosted three exclusive events designed specifically for state agencies. These events were aimed at fostering meaningful interactions and relationships.
- We are carefully planning and preparing to execute similar events during the fall of 2025, with a focus on providing enhanced opportunities for engagement and collaboration.
  - The first event was at the University of West Georgia on February 6, 2024, where 25 state agencies engaged with over 150 students.
  - The second event, titled "Experience Pays" State Agency Career Events, was held at Georgia State University from March 26-28, 2024. It garnered 252 student registrations, 269 in-person student engagements, and participation from 20 state agencies.
  - The third event was a "State Agency Only Career Fair," which we organized in partnership with Albany Technical College. This fair included participation from Albany State College, Marine Corp Logistics Base, and the community, with 15 state agencies in attendance.
- In addition to these events, we are also planning state agency events at Georgia Southern University on August 27<sup>th</sup> – 29<sup>th</sup>, 2024, and a state agency-only event at Northwestern Technical College in November 2024.

# Team Georgia Careers (TGC)

- The R&R unit is thrilled to announce our partnership with Team Georgia Careers for the upcoming Spring 2024 College Career Fair season. We proudly represented the WSI Workgroups and anticipate collaborating with TGC for select Fall 2025 career events to promote exposure for the WSI workgroups and advance our outreach initiatives.



# Team Georgia Careers Digital Marketing Campaign

- Comprehensive digital marketing campaign
- Chandley Communications designed ads
- Campaign Dates:
  - July 2024 – October 2024
- Target Audiences:
  - Recent Graduates (17 – 24)
  - Mid-Career Professionals
  - Career Changers
- Target Markets:
  - Atlanta, Augusta, Savannah, Macon, Albany/Valdosta, and Columbus
- Channels Targeted:
  - Meta, LinkedIn, Snapchat, YouTube

# Have You Sent It?



# **GA@Work – Workday Demo Internship Program**

**Sonja Willis**  
IT Business Analyst

**Tonia Nelson**  
IT Business Analyst

**Human Resources Administration  
Department of Administrative Services**

# 2024 HR Community Meeting Dates



Here's the link to the HRCM survey.

<https://survey.alchemer.com/s3/7972344/HR-Community-Meeting-Feedback-August-2024>

You can also use the above QR code to complete the survey.

# Meeting Wrap-Up

Al Howell  
Deputy Commissioner  
Human Resources Administration  
Department of Administrative Services



# NextGen Update

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HR Community Meeting

8.20.2024



# GA@WORK



# Training Approach

The NextGen Training Team will craft a comprehensive training curriculum, guiding the identification and development of various training materials. Key training principles we adhere to during the development of these materials include:



## The Right Training

- Create materials with a **blended learning approach** using various delivery methods.
- Offer **scenario-based** training to develop skills using relevant, real-world practice.
- Integrate **Adult Learning Theory** to offer training that is experiential, collaborative and self-directed when applicable.



## The Right People

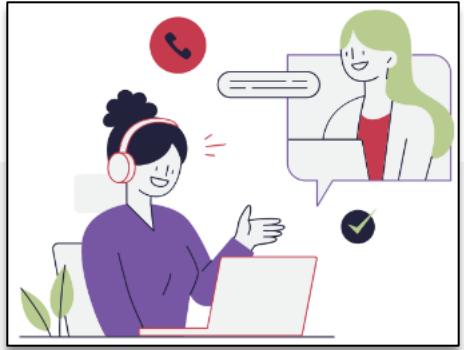
- Align **impacted stakeholder groups** to targeted training modules that will affect their jobs.
- Provide **role-based training** so users are well-quipped to operate within the new system and processes.
- **Customize** materials to focus on specific roles and change impacts to those roles.



## The Right Time

- Deliver **Just-in-Time training** at the most relevant and impactful times for the learner.
- Publish **training schedules** well in advance so impacted teams can plan ahead.
- Create a **training repository** to house materials for future reference and offer **on-demand job aids**.

# Training Methods



## Instructor-Led Training

Virtual or in-person courses that provide targeted, hands-on training customized to participants' roles, equipping them with relevant skills and knowledge for their job.



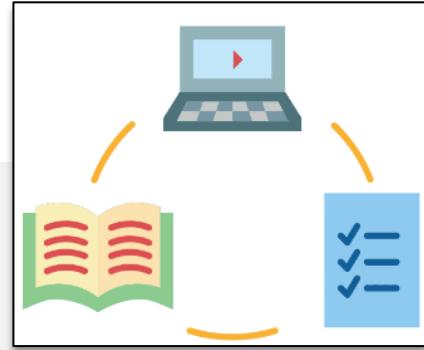
## eLearning Courses

A self-paced digital learning experience with interactive modules and videos, offering learners the flexibility to engage with content on their schedule and review material as needed.



## Videos/Microlearning

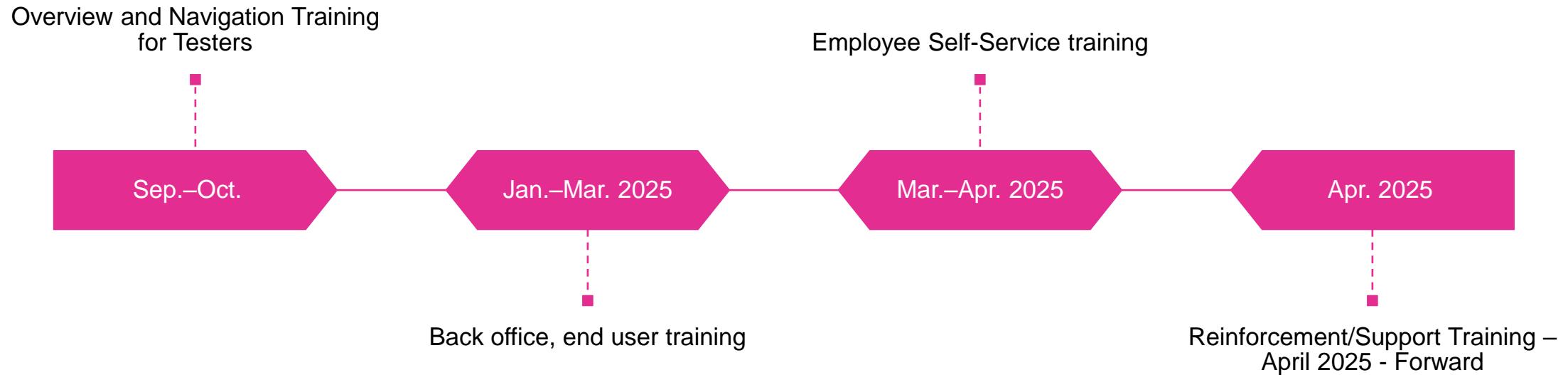
Instructional videos and materials complementing training courses, accessible on-demand through the Learning Management System (LMS) and Workday platform.



## Job Aid

Quick reference materials that provide guidance, tips and detailed steps, made accessible on-demand in Workday via Workday Search or Chat.

# Training Schedule - DRAFT



# Data Clean Up



## HCM Business Suite Data Clean Up

- Employee benefits dates
- Inactive positions
- Position data
- Job code



- Prior Year Open POs
- Partially Awarded/Unawarded Events
- Cleanup of Contracts that are open
- Review open P-card Transactions

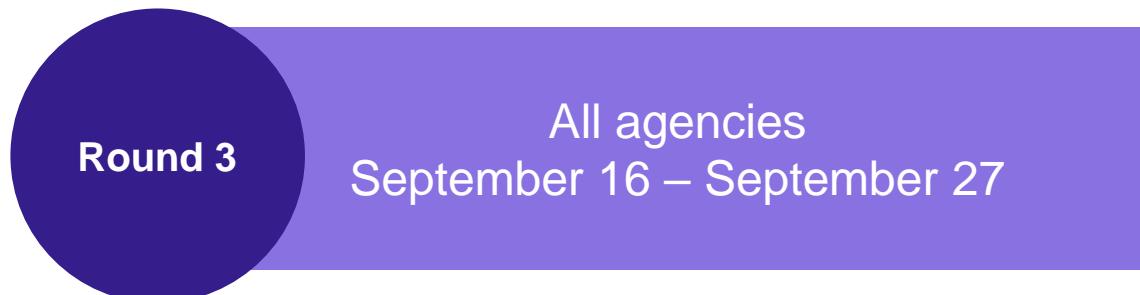
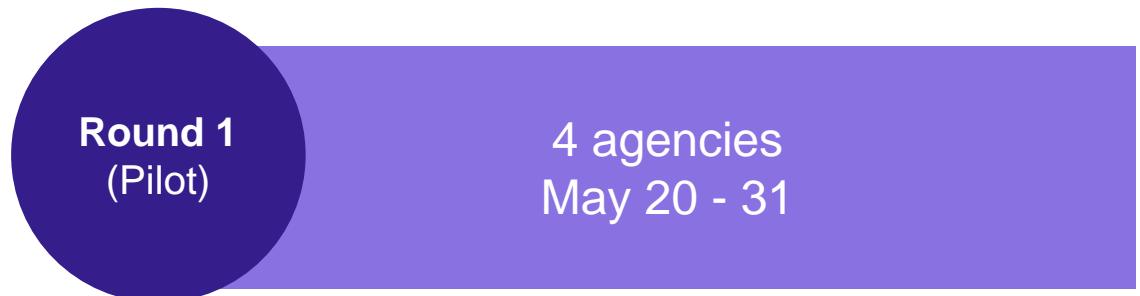


- Positions on wrong pay grade
- Positions with no managers
- Std Hrs v. Full-time/ Part-time
- FLSA Part time not non-exempt

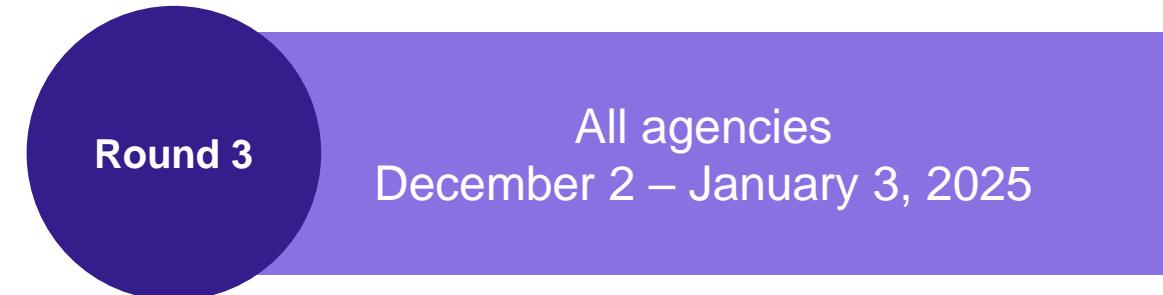
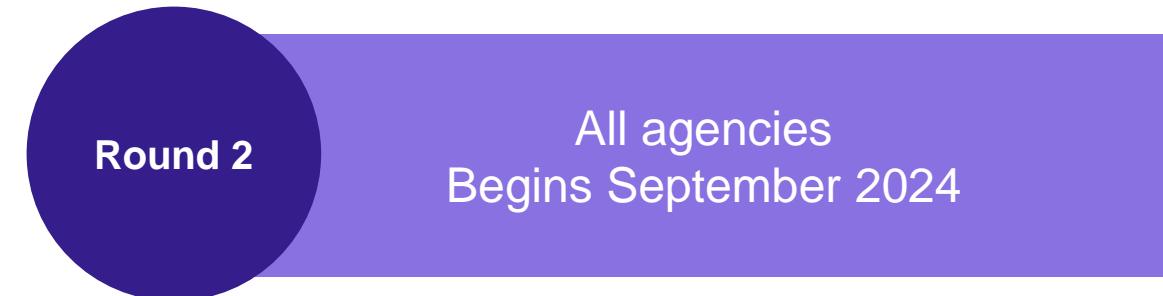


# Data Validation

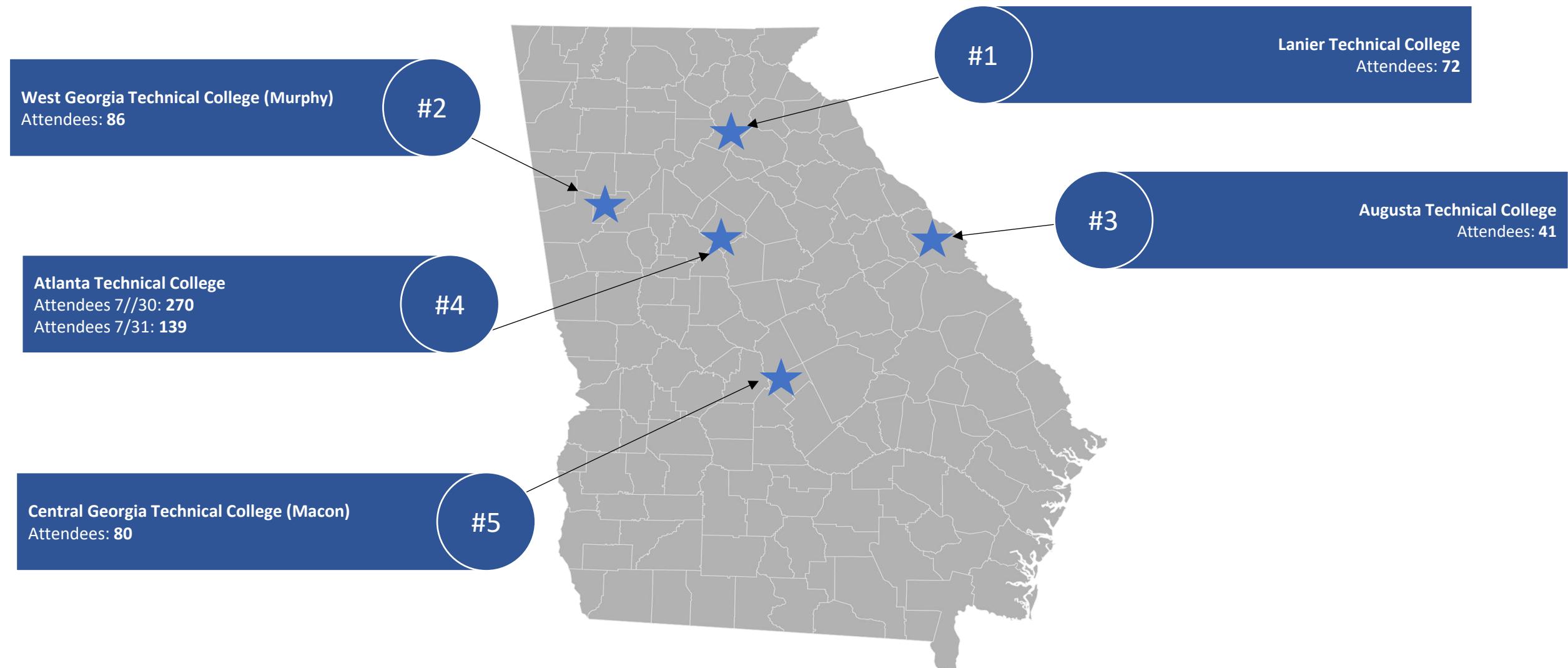
## Human Capital Management



## Finance / Procurement



# HCM Agency Preview Session Locations



# Supervisory Organization

- In the system, the Supervisory Organizations will be the foundation for grouping workers to show who reports to whom based on an organizational superior/subordinate hierarchy.
- Supervisory Organizations are the basis for organizational roles assigned to **business processes** and the basis for organizational roles to view **employee data**.
- During the Supervisory Organization mapping activity, selected agency representatives will be providing the information needed to create and validate the [GA@WWORK](#) Supervisory Organizations so that the enterprises reporting hierarchy is accurate, and business roles are accurately assigned to the correct security roles.



# Stay in the know!



Send any questions  
to the NextGen inbox:  
[NextGen@sao.ga.gov](mailto:NextGen@sao.ga.gov)



Check out the  
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**September Townhall:** Fall Plans

**Early December Townhall:** Preview trainings in January;  
Review January-March activities





NEXTGEN

**Questions about NextGen**

[sao.ga.gov/NextGen](http://sao.ga.gov/NextGen)

[NextGen@sao.ga.gov](mailto:NextGen@sao.ga.gov)

# 2024 HR Community Meeting Dates



- Tuesday, December 4, 2024

# 2024 Employee Benefit Plan Council/ State Personnel Board Meeting Dates



- November 12, 2024

# 2024 ANNUAL CONFERENCE

**Dates:** September 11th - 13th

**Location:** Savannah, Georgia

**Venue:** Hyatt Regency Savannah

**Credits:** SHRM PDCs & HRCI

Re-Certification Credits Offered

# Adjournment

Al Howell  
Deputy Commissioner  
Human Resources Administration  
Department of Administrative Services