

Department of Administrative Services

Lead. Empower. Collaborate.

Quarterly HR Community Meeting

Human Resources Administration

May 7, 2024

Welcome

Al Howell
Deputy Commissioner
Human Resources Administration
Department of Administrative Services

**Quarterly
HR Community Meeting
AGENDA
May 7, 2024
10:00 AM – 12:00 PM
Via MS TEAMS**

AGENDA

10:00 AM – 10:05 AM	Welcome Al Howell, DOAS
10:05 AM - 10:25 AM	Statewide Contracts Available to HR Departments Dr. Carl Hall Tamar Forbes-Semple DOAS – Statewide Contracts Unit
10:25 AM – 11:15 AM	Statewide Contracts - Vendor Showcase (Virtual) <ul style="list-style-type: none">▪ New World (formerly Happy Faces) Michael Hairston▪ Computer Aid (CAI) - Tim Brodrick▪ Focus People – Amber Clark, Terri Pavok▪ Accurate Background - Alison MacConnachie Amy Heyn▪ Hertz Car Rental - Nadika Perera▪ Enterprise Car Rental – Heather Collins Questions To Vendors

**Quarterly
HR Community Meeting
AGENDA
May 7, 2024
10:00 AM – 12:00 PM
Via MS TEAMS**

AGENDA

11:15 AM – 11:25 AM	Legislative Update Autumn Cole Kori Woodward-Dickens DOAS – Legal Division
11:25 AM – 11:50 AM	NextGen Update Al Howell, DOAS
<u>Workstream Report Outs</u>	
▪	HR Core Workstream Bo McDaniel
▪	Benefits Workstream Leenequa Morris
▪	Compensation Workstream Tina Bufford
▪	Talent Management Workstream Carla Gracen
▪	Recruiting Workstream Monique Jenkins
11:50 AM – 12:00 PM	Wrap-Up Al Howell, DOAS

Statewide Contracts Available to HR

Dr. Carl Hall
Manager, Contract Management

Tamar Forbes-Semple
Contract Management Specialist

State Purchasing Division
Department of Administrative Services

Department of Administrative Services

Improving efficiency, compliance, and workplace performance

CONTRACT MANAGEMENT OVERVIEW

State Purchasing Division



Agenda

Introduction of Contract Management Team

Purpose of Contract Management Unit of SPD

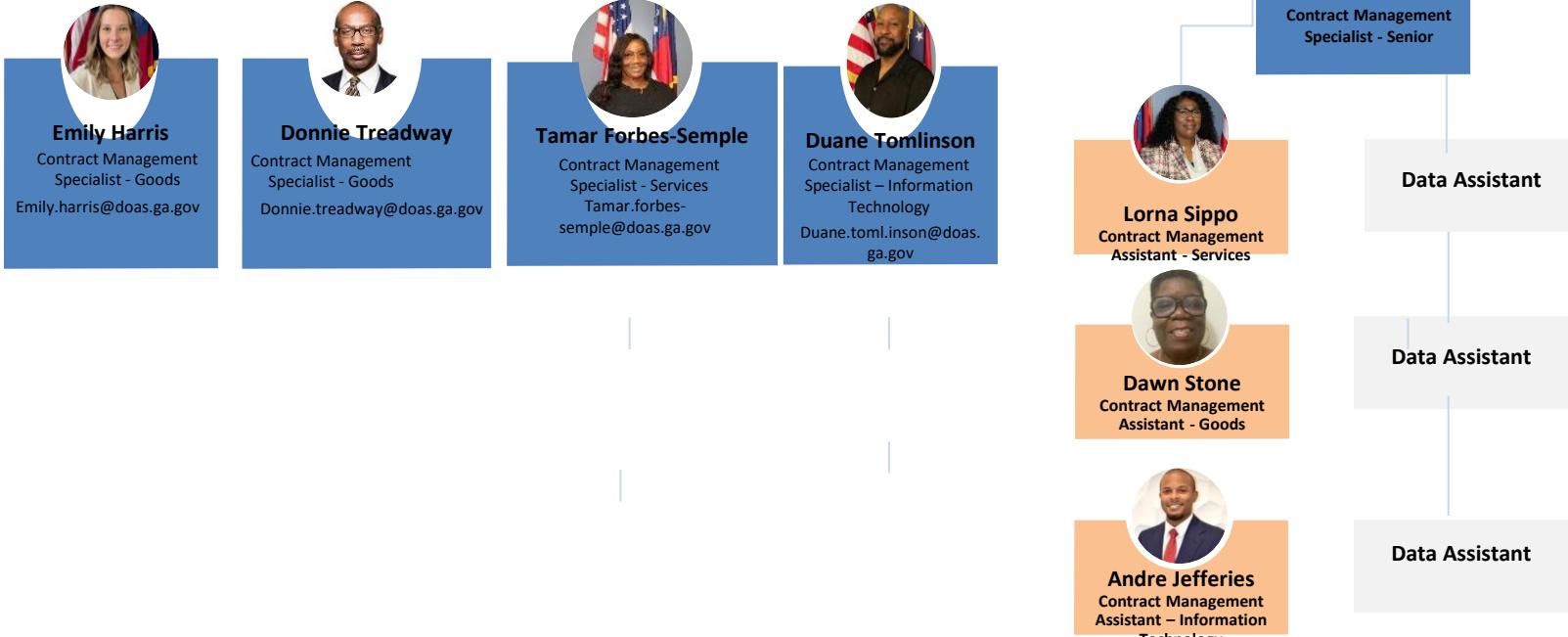
Overview: Stage 7 – Contract Management

Statewide Contracts Portfolio Summary

Questions & Answers



Contract Management Organizational Chart



PURPOSE of DOAS Contract Management: To facilitate the efficient management of Post-Award statewide contracts to ensure performance according to the contract terms and conditions.

OVERVIEW: Stage 7 - Contract Management



Statewide Contracts Portfolio Summary

450+ Statewide Contracts

GOODS

33 Categories

TECHNOLOGY

19 Categories

SERVICES

28 Categories

There are NO AUTOMATIC Contract RENEWALS or Extensions. All required amendment actions are taken by the assigned Contract Manager

Contract Managers Portfolio Summary

Portfolio Categories Include

SERVICES: Generic Drugs, Vaccines, Administrative Temporary Staffing, IT Temp Staffing, Background Investigation, Expedited Delivery, Car Rental, Car Lease

TECHNOLOGY: IT Networking Equipment, Management Consulting, Cloud Solutions, Language Services, Audio Visual Equipment and Related Services

GOODS: Furniture, Tractors & Mowers, Office Supplies, Tires, Administrative Vehicles, Mass Transit, Document Management Services, Guns & Ammunition, Car Rental, Motor Vehicle Maintenance, Printers, Gases

QUESTIONS & ANSWERS





THANK YOU !

Statewide Contracts Showcase of Vendors

Vendor Showcase

New World (formerly Happy Faces) - Michael Hairston

Computer Aid (CAI) - Tim Brodrick

Focus People - Terri Pavuk, Amber Clark

Accurate Background - Alison MacConnachie, Amy Heyn

Hertz Car Rental - Nadika Perera

Enterprise Car Rental - Heather Collins

Statewide Contracts Showcase of Vendors

Vendor : New World (formerly Happy Faces)
Michael Hairston

New World Employment

(Formerly Happy Faces)

BY THE NUMBERS

- In 1995, a cross-industry leader and an engineer created a vision.
- Began working with the State of Georgia in 1996, first contract, 1998.
- Veteran ownership and operations.
- Overcoming extreme adversity, in 2022, we set sights higher, acquired SQW, LLC, d/b/a Snelling-Atlanta to become New World Employment.



HOW WE SERVE THE STATE OF GEORGIA

Supporting our Georgia agencies through intentional partnerships.



Supporting our Georgia communities through meaningful relationships.

More than staffing... intellect

Engagement

Education

Experience

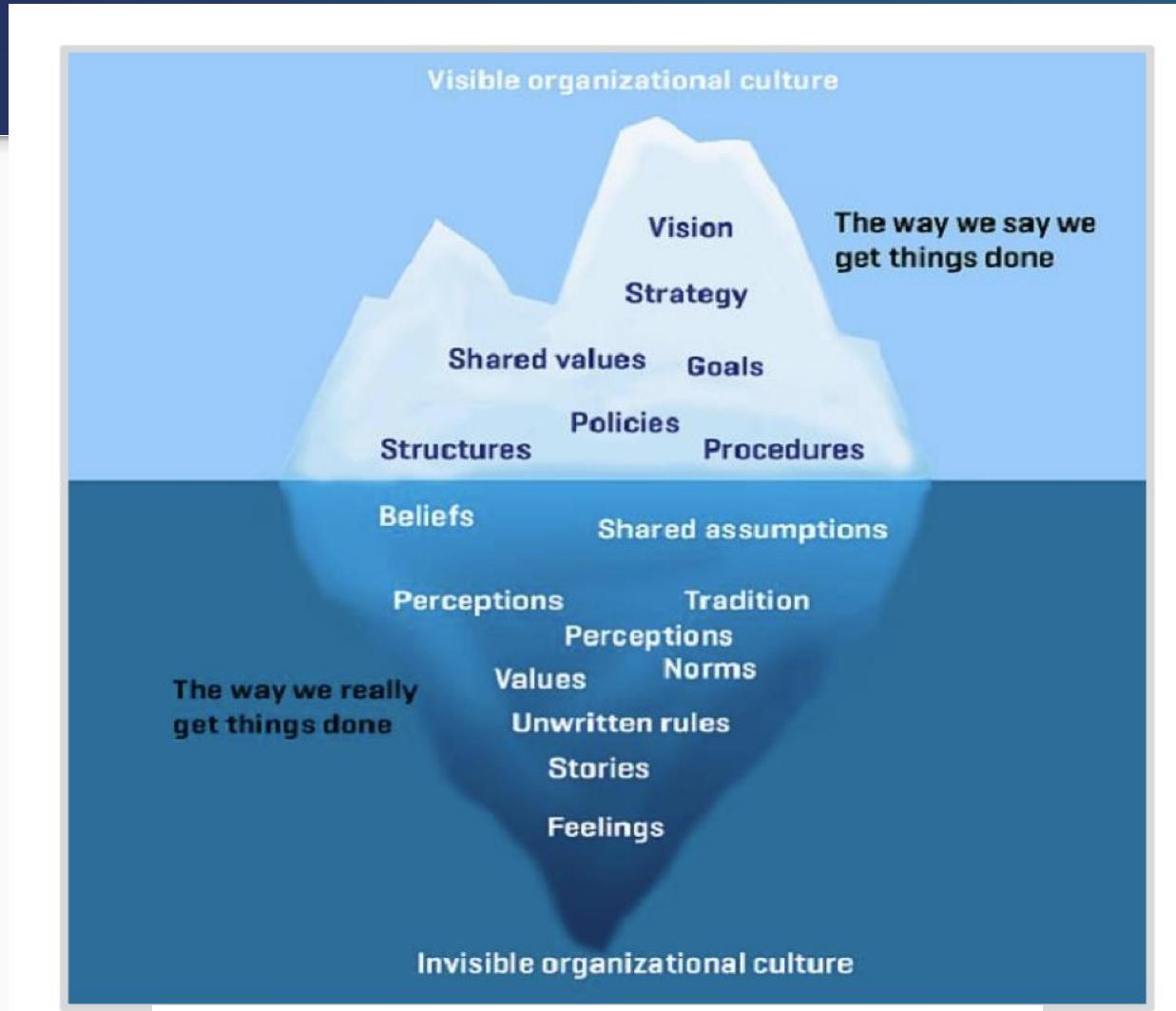
Trends / Insight

Mental Health Support

A genuine desire to see our state thrive.

HOW WE SERVE THE STATE OF GEORGIA

THE REALITY



THE TALK



SERVICES

Recognizing Who We Serve:

- Agencies
- Employees
- Communities
- Our Company



Recognizing our Expertise

- Workshops
- Webinars
- Learning Lunches
- Compliance Updates
- Awards

Recognizing What We Do

- Staff Augmentation
- Project Support
- Short- or long-term placements
- Calculated responses for desired solutions

Recognizing Our Strength, TOGETHER

- Intentional Partnerships
- Remain open

ENGAGEMENT

TECHNOLOGICAL

Visitation
Email
Phone
Website
Portal
Newsletters



RELATIONAL

How do we...

- Support you beyond staffing?
- Communicate with intent?
- Learn more about you / your needs?
- Encourage the actual engagement?
- Learn to support each other?

We...

- Think of ourselves as partners in perplexity
- Sharing challenges and opportunities

Statewide Contracts Showcase of Vendors

Vendor: Computer Aid (CAI)
Tim Brodrick



State of Georgia

Managed Services Provider (MSP)
Statewide Contract Overview

Tim Brodrick- Timothy.Brodrick@cai.io

GA Program Manager



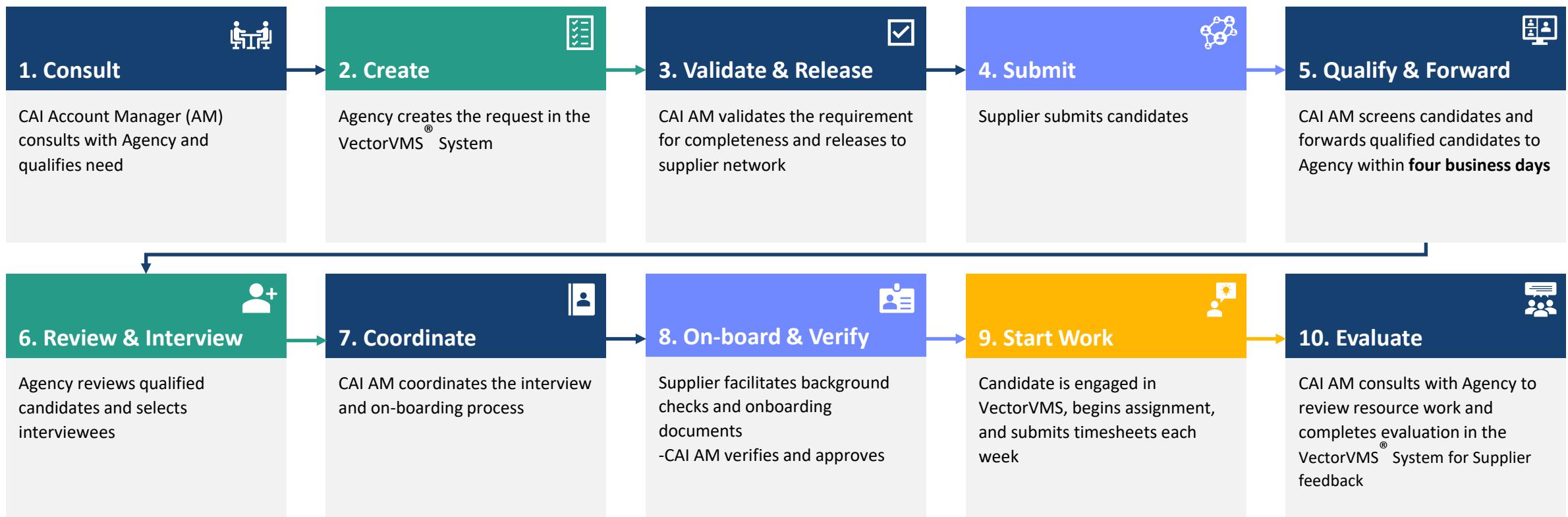


Managed Services Provider Contract

MSP Program Overview

- CAI MSP Practice has 20 years experience successfully delivery public sector MSP programs.
- Statewide Master Contract awarded to CAI 2019
 - Contract Term: 3 years, with the option to extend up to 3 additional years.
- Program includes both Staff Augmentation (T&M) and SOW services.
 - 900 + IT Engagements, 500+ Suppliers, 100+ SOW Engagements,
- CAI's role is to facilitate the process, providing GA personnel with the information and resources needed to execute quickly.
- VectorVMS is utilized to facilitate the T&M and SOW workflow process.
- Pay rate + supplier markup model allows the agency hiring manager establishes the rates for each position
- Compliance Management: Built in to ensure all suppliers and engagements are contractually compliant to avoid risk.

Staff Augmentation Workflow Process



- CAI uses VectorVMS® for facilitation of the contract workflow process
- We have partnered with VectorVMS® (formerly PeopleFluent) for over 20 years

Key: CAI Agency Supplier Candidate

Statewide Contracts Showcase of Vendors

Vendor: Focus People
Amber Clark
Terri Pavuk



FOCUS
PEOPLE

www.focuspeople.com

30 YEARS FOCUS PEOPLE

WHO ARE WE?

- Serving the State of Georgia since 1994
- Temporary Staffing Services provider on Statewide Contract
 - Short-term or long-term contract employees
 - Ability to convert contract employees temp-to-hire
 - Specialized recruitment searches
- Based in Atlanta
- Diverse Supplier:
Certified Woman-Owned
Small Business



Positions We Fill:

Administrative	Customer Service	Accounting & Finance	Other
Administrative Assistants	Customer Service Rep	Accountant	Human Resources
Executive Assistants	Bilingual CSR	Accounts Payable	Instructional Designer
Clerical and Support Staff	Contact Center Agent	Financial Analyst	Data Analyst
Receptionists & Front Desk	Intake Clerk	Procurement	Paralegals & Legal Assistants
Filing & Records Clerks	Payment Clerk	Billing	QA/QC
Data Entry Clerks	Collection Specialist	Accounting Clerk	Loan Underwriter & Processor
Mail Room	Onsite Retail Clerks	Staff Accountant	Logistics



30
YEARS
FOCUS
PEOPLE

SERVICES PROVIDED

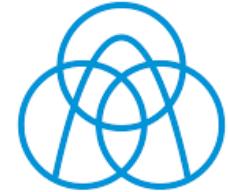
- Recruiting
 - Pre-screen candidates according to job requirements and soft skills
 - Present resumes of qualified, interested and available candidates
 - Coordinate interviews and offers
- Onboarding
 - Background checks
 - Drug screens
 - New hire paperwork
 - Additional agency-specific onboarding
- Employer of Record
 - Payroll and HR services
 - Invoices based on weekly timesheets
 - Counsel employees
 - Terminate assignments and offboard
 - Transition employees from temp-to-hire



TRUSTED
ORGANIZATIONS
TRUST
FOCUS PEOPLE



Children's
Healthcare of Atlanta



thyssenkrupp

Aaron's®

RaceTrac



ingenico
GROUP

Mercedes-Benz

LGE
Community Credit Union®

Hapag-Lloyd

CORPORATE
ENVIRONMENTS

AICA
ORTHOPEDICS

...ESTD 1957...
THE
HONEY BAKED
Ham CO



Georgia™
DOAS



KENNESAW STATE
UNIVERSITY



UNIVERSITY OF
GEORGIA

Georgia® Department of
Community Affairs

GDOL
GEORGIA DEPARTMENT
OF LABOR

DPH
GEORGIA DEPARTMENT OF PUBLIC HEALTH

 DEPARTMENT *of*
REVENUE



GEORGIA
DEPARTMENT OF CORRECTIONS




Georgia Department
of Human Services


DBHDD


GDA
GEORGIA
DEPARTMENT OF
AGRICULTURE



GEORGIA DEPARTMENT
OF COMMUNITY HEALTH


GEORGIA
PIEDMONT
TECHNICAL COLLEGE



AUGUSTA
UNIVERSITY



SAVANNAH
TECHNICAL COLLEGE



GEORGIA
DEPARTMENT OF NATURAL RESOURCES



Georgia Dept
of Early Care
and Learning
BRIGHT FROM THE START

30
YEARS
FOCUS
PEOPLE

PROOF OF PERFORMANCE

- 2023 Best of Staffing Award for Client Satisfaction from ClearlyRated, an honor less than 2% of all U.S. staffing firms achieve
- 2024 Best Employment Agencies in Atlanta from Expertise.com
- 4.9 out of 5 Stars on Google based on client and candidate reviews

Google

4.9 ★★★★★ 596 reviews



Customer Survey Results

7

Top 7% of staffing
firms in the United
States

3

3x better NPS score
than staffing industry
standard

8

Average Focus
employee tenure in
years

Staffing Industry Standard NPS Score: **31%**

Focus People NPS Score: **87.1%**





recruiting@focuspeople.com



(770) 937-0410

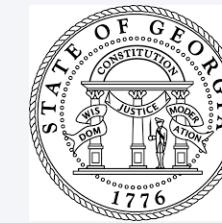


www.focuspeople.com



Statewide Contracts Showcase of Vendors

Vendor: Accurate Background
Alison MacConnachie
Amy Heyn



+ accurate.

Make every hire the
start of a success story

Building a better experience



Tim Dowd

CEO, Accurate Background

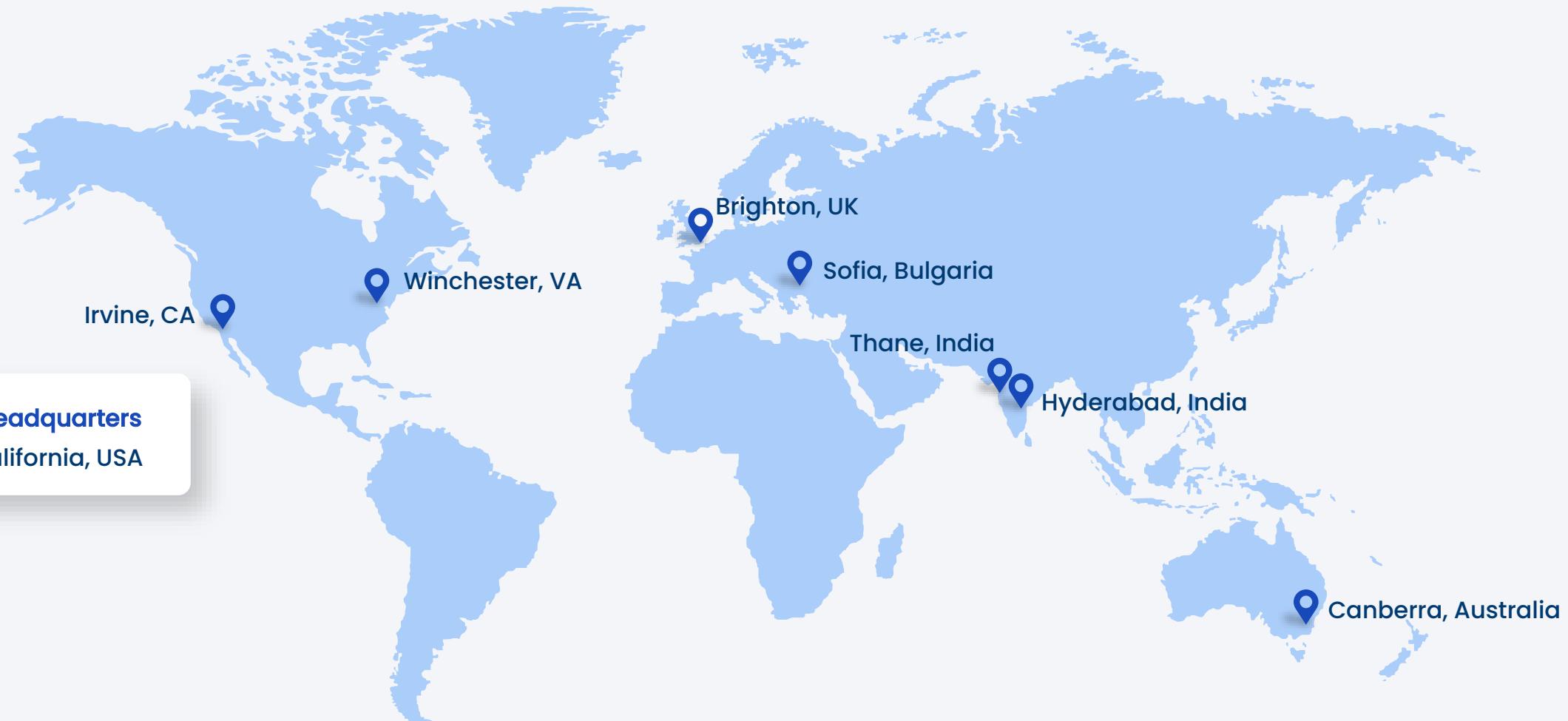
“

What truly sets us apart – and makes us excited to serve

is that our unwavering focus on our customers and the caliber of talent and innovation flowing throughout our business means we're ready to serve every single day.”

Tim

The world's largest independent provider of background screening services



Accurate customer satisfaction

People are your most valuable asset. That's why at Accurate, we're committed to a **better background screening experience for you and your candidate.**



98.5% - Customer Retention

97% - Customer Satisfaction

90% - Contact Resolution



Customer Effort
Score (CES)
1-5 scale



Customer Satisfaction
Score (CSAT)
1-5 scale



24/7/363 days per year via
Phone and LiveChat for Clients
& Candidates on Any Device



26+ Years In Business



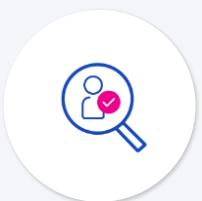
**Multilingual Support
Across Time Zones**



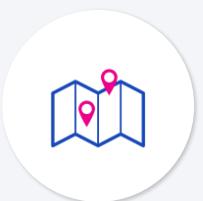
**53+ Million Global
Searches Annually**

Product suite

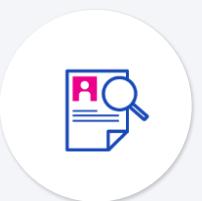
Accurate offers a comprehensive portfolio of background check, drug and health and workforce monitoring solutions.



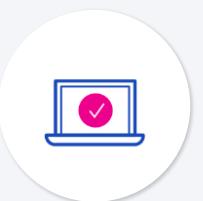
Identity Services



Location Services



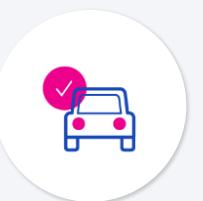
Criminal Checks



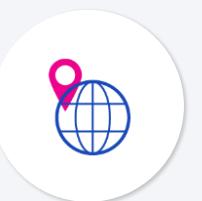
Verification Services



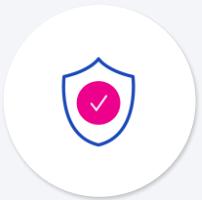
Drug Testing



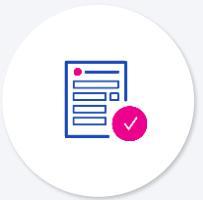
Driving History



Global Searches



Sanctions



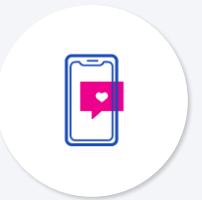
Form I-9 & E-Verify



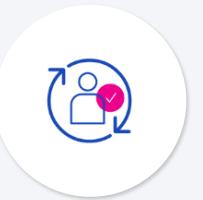
Health & Medical Services



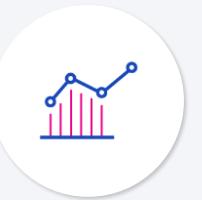
Credit Checks



Social Media Searches



Workforce Monitoring



Business Intelligence

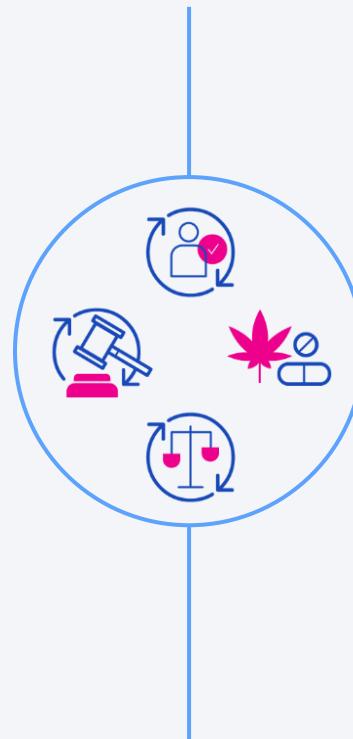
State of Georgia program

Mandatory Program

- ✓ **Georgia Statewide**
- ✓ **County Criminal**
- ✓ **Federal Criminal**
- ✓ **Global Watch (Terrorist Watch List)**
- ✓ **Motor Vehicle Report**
- ✓ **National Criminal**
- ✓ **Sex Offender**
- ✓ **Education Verification**
- ✓ **Employment Verification**
- ✓ **Professional References**
- ✓ **Professional License Verification**
- ✓ **Credit Report**

Convenience Services

- Healthcare Sanctions (FACIS)**
- Pre Employment Drug Testing**
- Post Drug Testing**



Multiple points of support

01

Global Customer Service

- 24/7 phone and LiveChat support
- General account questions
- Background check process support
- Status updates
- Adding users and searches

02

Account Representative

- Organize day-to-day analysis
- Elevate adjudication scoring inquiries
- Question regarding high impact items
- Solution focused trend review
- Data & reporting requests

03

Account Manager

- Point of contact for client project and process requests
- Point of additional escalation for more detailed support
- Monitor performance and service levels
- Conduct business reviews
- Provide program recommendations and guidance

04

Account Management Leadership Team

- Drive project requests, process changes and additional requests across the business
- Work with Executive Leadership Team to source solutions and discuss alternatives
- Bring clarity around client expectations to the team and help resolve the most challenging client situations



Accurate Background

Make every hire the
start of a success story

Irvine Headquarters

200 Spectrum Center Dr,
Suite 1100
Irvine, California 92618
USA

Alison MacConnachie
949.609.2256

Winchester, VA, USA

Brighton, UK

Canberra, Australia

Thane, India

Hyderabad, India

Call Us:
+1 888.316.2110

Statewide Contracts Showcase of Vendors

Vendor: Hertz Car Rental
Nadika Perera

Hertz

The Hertz Corporation and
State of Georgia



100+ Years of Excellence



Hertz has been the leader in the rental car industry for over 100 years.

1918

Walter Jacobs gives shape to car rental business with 12 Model Ts

1926

General Motors Co. buys the company
First Hertz credit card rail-drive begins

1923

John D. Hertz enters and forms the HertzDriveUrself System

1947

Hertz introduces uniforms as "the Hertz look"

1959

Hertz introduces charge cards

1968

Doris & James Cassan open the first Dollar Rent A Car franchise

1965

Hertz launches Hertz Equipment Rental®

Dollar founded as Dollar A Day Rent A Car in Los Angeles, CA

1985

UAL, Inc., parent company of United Airlines, later named Allegis Corp., acquires Hertz, Westin & Hilton Hotels

1996

Hertz launches Hertz Local Edition®

2012

Hertz Global Holding, Inc. acquires Dollar Thrifty Automotive Group, Inc.

2019

Hertz #1 in Rental Car Customer Satisfaction by J.D. Power. Hertz Launches Trucks (Delivery)

2016

Hertz introduces Hertz Ultimate Choice®

2021

Hertz expands fleet to EV, electrifying 6% of overall fleet

1955

Hertz reaches 1,000 locations worldwide

1950

Legacy of bold advertising begins

1958

L.G. Crow opens first Thrifty Rent A Car location in Tulsa, OK

1962

Thrifty Rent A Car System, Inc. is officially formed

1969

Thrifty establishes hotline to answer calls from licensees, travel agents and corporate card holders

1972

Hertz introduces #1 Club
Thrifty expands locations to Europe

1980

Thrifty reaches 500 locations worldwide (including franchise and corporate locations)

1987

Ford & Hertz Senior Management acquire Hertz from Allegis for \$1.3 billion
Thrifty issues initial public offering of common stock

1995

Hertz introduces NeverLost®, the first onboard navigational system

1997

Dollar Thrifty Automotive Group Inc. (DTG) is formed

2001

Hertz launches Prestige Collection

1932

First airport location opens
Fly/Drive begins

Rent-It-Here, Leave-It-There one-way rentals

2013

Dollar expands corporate-owned locations into Europe

Hertz

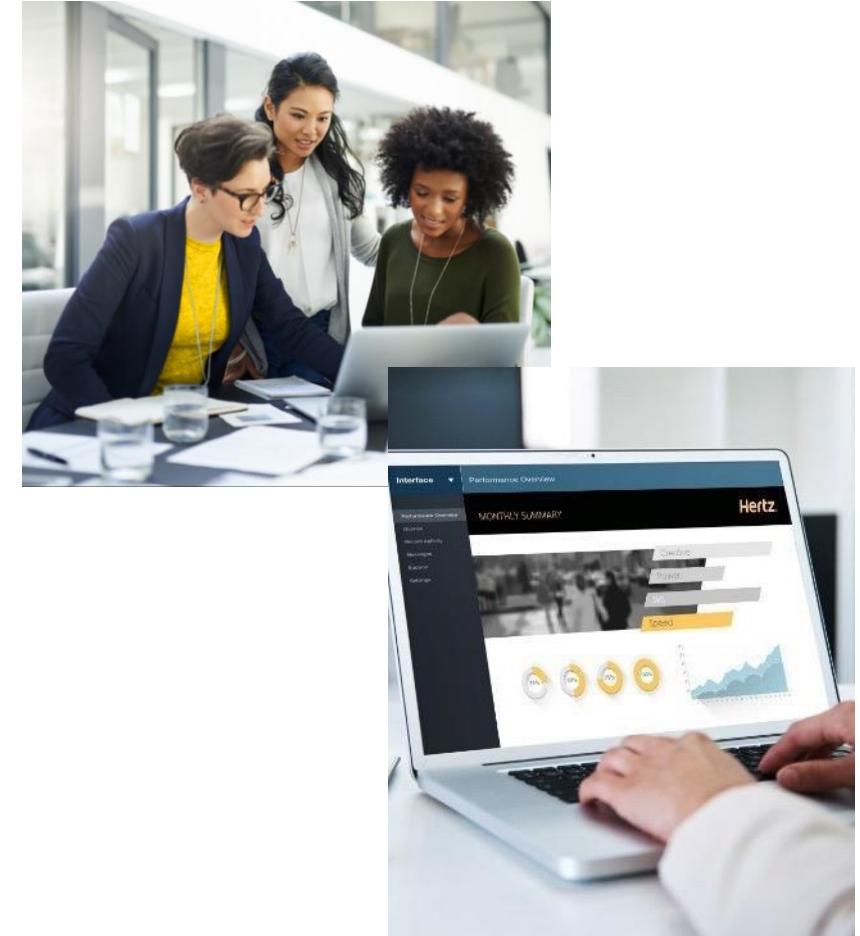
Hertz and State of Georgia

1. Under contract since 2013
2. Two contracts
 - Capitol Hill /Airport
 - Capitol Hill Hours of Operation: Mon-Fri 8:00AM-5:00PM, Sat-Sun closed
 - Off Airport location
 - Numerous locations around the State to support the needs of our State customers.
3. Information on rates can be provided by the State Procurement office



Services provided under Statewide Contract

- Variety of vehicle classes provided
- Direct bill options
- Discount code for agency to track volume and make reservations
- Special needs (12 pass vans and other large group requests)
- Rental car pricing Nationwide
- Loyalty enrollment that offers expedited services at locations
- No underage fee for renters 18 and up on business rentals



Who can you contact:

- Nadika Perera- Key Account Manager Government Sales
Nadika.Perera@hertz.com
239-301-7635
- Michael DeRosa - Sr. Director Strategic Sales, Government
mderosa@hertz.com
703-661-8322 EXT 26
- Niki Webb - ASR Government Sector
jwebb@hertz.com



Statewide Contracts Showcase of Vendors

Vendor: Enterprise Car Rental
Heather Collins



Agenda

*Overview of EM
Benefits of the Program*



Enterprise Mobility™



Enterprise Mobility™



ENTERPRISE Mobility

At A Glance



225+
Locations in
Georgia to
serve the
State of
Georgia

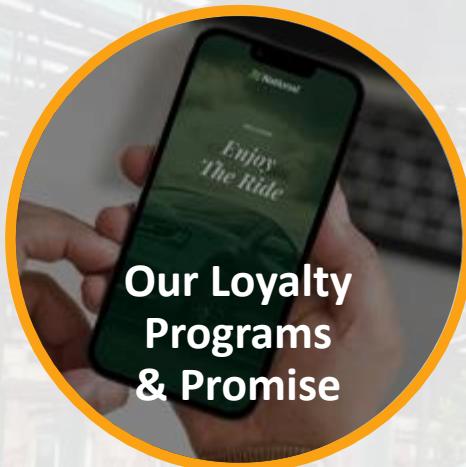


Jack's founding philosophy:

**“Take care of
customers and
employees first,
and everything
else will follow.”**

CUSTOMER EXPERIENCE

Here are some of the many ways we're working to design, deliver and enhance mobility for everyone.



Both Car and Truck



Vehicle Class	Daily	Weekly	Monthly
Compact	\$39.60	\$264.85	\$1,059.79
Intermediate	\$45.70	\$309.60	\$1,238.74
Full Size	\$48.99	\$333.75	\$1,335.21
12 Passenger	\$102.59	\$727.31	\$2,909.27
Minivan	\$62.99	\$436.59	\$1,746.36
Pickup Truck	\$81.67	\$573.71	\$2,294.88
Standard SUV	\$64.07	\$444.66	\$1,778.63
Full Size SUV	\$125.00	\$750.00	\$3,000.00

**BIG OR SMALL.
WE RENT THEM ALL.**

Flexing with your business.

Enterprise Truck Rental has a local network of branches offering a wide variety of commercial trucks. Get a business account with flexible, custom rental terms with worry-free maintenance, 24/7 roadside assistance.



24' - 26' Box Truck

- 26,000 lb. GVWR
- Tuck-away lift gates
- Dock high
- Wood tie-slats/e-track
- 3-person seating
- Driver air-ride seats



16' - 20' Box Trucks

- 14,500 lb. GVWR
- Tuck-away lift gates
- Diesel engines
- Wood tie-slats/e-track
- 3-person seating
- Power steering brakes



16' - 26' Stakebeds

- 26,000 lb. GVWR
- Tuck-away lift gates
- Dock high
- Removable sides
- Winches/Load straps
- 3-person seating
- Driver air-ride seats



12' - 16' Stakebeds

- 14,500 lb. GVWR
- 9' width
- Removable sides
- Winches/Load straps
- Towing capable
- 3-person seating



Pickup Trucks

- 1/2 - 1 ton
- 8,600 - 12,500 lb. GVWR
- 6.5' - 8' beds
- Extended or crew cabs
- 2- or 4-wheel drive
- Gas & diesel engines
- Towing capable
- 3 - 6 person seating



Parcel Van

- 12' - 15' length
- Approx. 84" high x 90" wide
- 800 approx. cubic feet
- Up to 5,000 lb. payload
- Walk-through door
- E-track/wood tie-slats



High Roof Cargo Vans

- 1/2 - 1 ton
- Bulkheads available
- 3,000 - 4,000 lb. payload
- Rear 50/50 split French doors with 243° rear opening



Cargo Vans

- 1/2 - 1 ton
- Bulkheads available
- Gas engines
- Extended lengths available



Compact Cargo Vans

- 1,850 lbs. payload
- Power steering brakes



Utility-Service Trucks

- Up to 8,600 lb. payload
- 6.5' - 8' beds
- Extended or crew cabs
- 2- or 4-wheel drive
- Gas & diesel engines
- Towing capable
- 3 - 6 person seating
- Up to 8,600 lb. payload
- Approx. 11' length x 96" wide
- 6.7L Diesel engine - EPA-compliant, economical, fewer refueling stops



Refrigerated Cargo Van

- Up to 4,000 lb. payload



16' - 24' Refrigerated Box Truck

- Up to 8,500 lb. payload

Other Opportunities



Car Rental Cost Comparison Results

Number of business miles you plan to drive: 300.
Number of commute miles you plan to drive: 0*.
Number of days for which you plan to rent the vehicle: 2.
Reimbursement for driving your personal car is 300 miles x \$0.67 per mile equals: \$201.

Pickup Location	Mid Size
Enterprise (In-state)	\$140.52

Enterprise (In-state)--Mid Size \$140.52 **Best Value**
Reimbursement for driving your personal car \$201 **Second Best Value**
Saving \$60.48

Dollar figures in the table above include daily rental plus estimated taxes and fuel costs (\$4 per gallon)

*Paragraph 2.3 of the Statewide Travel Policy, normal commuting miles must be deducted when calculating total mileage reimbursement

TeamWorks Travel and Expense participating agencies should submit all car rental reservations through TTE (Concur). If you have TTE questions please send an e-mail to sao_travel@sao.ga.gov.

[Reserve Enterprise Car](#) [Reserve Hertz Car](#) [Close Window](#) [Print this Page](#)

Approved car rental sizes are economy, compact or intermediate (midsize). Vans may be rented when there are more than four travelers. Other vehicle types require business related justification



Welcome to Enterprise Rent-A-Car and National Car Rental.



JOIN EMERALD CLUB
AND GO LIKE A PRO.



Choose your own car in three easy steps
at any of our Emerald Aisle® locations:

 Reserve a midsize

 Bypass the counter

 Choose any car

To enroll, visit
nationalcar.com / <https://www.nationalcar.com>

Let's get
you **going.**

- Great rates for both business and leisure rentals
- Convenient locations
- Free pick-up



Take advantage of our discount with **Enterprise Rent-A-Car** or **National Car Rental**
whenever you need a vehicle for your personal rental needs.

Visit **Enterprise Rent-A-Car** or **National Car Rental** for reservations.

For Leisure Rentals:

At **Enterprise**, reference Account # 03W1070

At **National**, reference Account # 03w1070

Legislative Update

Autumn Cole
Assistant Commissioner &
General Counselor

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

HB 1010 Paid Parental Leave

- **HB 1010** amends the paid parental leave for state employees by increasing the amount of leave from 120 hours (3 weeks) to 240 hours (6 weeks). Additionally a new requirement was added that employing entities provide notice upon hire and annually thereafter of the paid parental leave benefit to eligible employees. It was noted during the subcommittee when this requirement was amended into the bill that the notice could be written or verbal.
- Signed by Governor Kemp on April 23, 2024 and goes into effect on July 1, 2024.
- SPB Rule 16 is being revised to include the notice requirement in addition to the increased leave amount. The revised and updated Rule will be presented to the State Personnel Board for release to public comment during a specially called meeting on May 14, 2024. The Rule updates will then be presented to the SPB on July 9, 2024, for adoption.



SB 384 State of Georgia as Model Employer Program (GAME)

- **SB 384** requires the State ADA Coordinator to establish and implement a State of Georgia as Model Employer Program (GAME) which is relates to the recruitment, hiring, and retention of qualified individuals with disabilities into the state government workforce.
- Each state agency will annually have to submit to the State ADA Coordinator a report providing:
 - The percentage of jobs filled within the most recent fiscal year by individuals with qualified disabilities;
 - An analysis of barriers in existing employment related policies, practices, and procedures and the adoption of strategies to address such barriers;
 - A description of training relative to the ADA received by your HR staff;
 - An evaluation of whether adequate resources exist to provide assistance needed in the event of an emergency evacuation.
- It is anticipated the State ADA Coordinator will provide guidance regarding the format of the required reports.
- Signed by Governor Kemp on May 2, 2024, and will go into effect July 1, 2024.



HB 1341 -Official State Crustacean

- House Bill 1341, signed into law on April 25, 2024, designating the white shrimp as the state's official crustacean.
- White shrimp account for more than two-thirds of Georgia's harvest and spawn in the Atlantic Ocean from late March until September.



NextGen Update

Al Howell
Deputy Commissioner
Human Resources Administration
Department of Administrative Services



NextGen Update

Human Resources Community Meeting
May 7, 2024

HCM & Payroll



Core Human Resources



Compensation



Recruiting



Talent & Performance



Time Tracking



Benefits



Payroll



Absence Management



Learning Management

Project Timeline

PROJECT TIMELINE [by calendar year*]



* State fiscal years (FY) run from July 1 - June 30 (i.e. FY2024 began July 1, 2023)



What's Next



Assess Agency Resource Needs



Continue Data Cleanup



Data Validation



Agency Preview Sessions



NEXTGEN

Upcoming / Ongoing Project Activities

Data Cleanup

- Round 1: December 2023
- Round 2: March 2024
- Ongoing until Workday launch
- Ensure time approval is occurring on regular basis
- Ensure position statuses (exempt vs. non-exempt) are accurate



Upcoming / Ongoing Project Activities

Data Validation

- **May:** Pilot
 - SAO, DOAS, TCSG, GDOT
- **July / August:** HCM validation
- **Jan. / March:** FIN validation
- Confirm accuracy / quality of data in new system, that data in Workday system matches what is in TeamWorks
- Agency reviewers will be responsible for reviewing their agency's data transfer



Data set guidelines

Below are guidelines to help determine the scope of your agency's data validation process. The amount of data being reviewed is based on the overall number of employees. Employee subsets can be determined by the agency based on distinct employee characteristics (e.g., Full Time/Part Time, Exempt/Non-Exempt, Employee/Contingent, etc.), to ensure a representative sample is validated.

Number of Employees	Recommended 20% Minimum Sample Size of Employees
1-100	All
101-300	60
301-500	100
501-1200	240
1201-3200	640
3201-7000+	1420

P1 Validation HCM Data Elements

P1 validation will include an estimated 11 reports to be compared.

HCM Personnel Data	Data Elements
Location Data	Location ID, Name, Usage, Superior Location, Location Type, Location Address Effective Date, Address
Supervisory Organizations (Management Chain)	Organization ID, Name, Code, Sub Type, Superior Organization, Primary Location, Effective Date, Active, Availability Date
Employee Positions	Supervisory Organization, Job Title, Job Profile, Job Family, Worker Type.
Employees Contact Info Address	Contact Type, Address
Employees Personnel, Job Data, Assigned Organization, Government ID and Service Dates	Employee ID, Type, Hire Date, Original Hire Date, Supervisory Organization, Position, Location, Company, Cost Center, Fund, Continuous Service Date, Benefit Service Date, Position Time Type, Work Hours, Pay Rate Type, Employment End Date etc.
Contract Contingent Workers Data	Contingent Worker ID, Begin Date, End Date, Supervisory Organization, Position, Worker Type, Location, Time Type, Shift, Hours, Rate Type, Pay Type
Request Compensation Base Pay Change	Employee ID, Position, Pay Plan, Compensation Amount, Pay Frequency, Compensation Change Date, Package, Grade
Benefits Request for Retirement	Employee Benefit Event Type, Retirement Coverage Plan, Coverage Begin Date, Original Begin Date

P1 Validation Payroll Data Elements

Payroll Data	Data Elements
Employees Pay Group and Payroll Data	Employee Position, Pay Group, Effective Date, Employee Earning, Deduction, Ongoing, Start and End Date, Hours, Adjustment
Payment Election	Employee Payment Type, Bank Account, Bank Account Type, Distribution Amount, Distribution Percent, Distribution Balance
Employee Federal, State & Local Tax Elections and Absence Balance	Employee Company, Position, Exempt from Medicare, Exempt from OASDI, Marital Status, Number of Allowances, Exempt, Withholding Order Type, Begin and End Date, Order Amount or Order Percentage, Employee Time off Plan, Balance Date and Balance Units.

Upcoming / Ongoing Project Activities

Agency Preview Sessions

July

- Sessions throughout the state
- Opportunity for agencies to see / interact with state HR processes in the Workday system
- HR community and executive leadership
 - CIOs, CFOs, and HRDs



Stay in the know!



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NextGen@sao.ga.gov



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NextGen Update Workstream Report-outs

HR Core Workstream

Bo McDaniel

Director, Talent Management Services
Human Resources Administration
Department of Administrative Services



NextGen – HR Core Workstream

- Change Management Impact to Managers and Employees
- Business processes instead of drop-down boxes for transactions
- New Hire/Rehire Onboarding
Tasks versus Documents

NextGen Update Workstream Report-outs

Benefits Workstream

Leenequa Morris
Senior Manager, Benefits
Human Resources Administration
Department of Administrative Services

Benefits Workstream Update

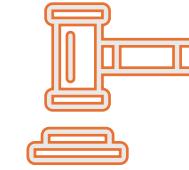
Benefits in Workday



Benefits Groups



Eligibility Rules



Manage Compliance

- Benefits administration will remain with the ADP (Health), Alight/GaBreeze (Flexible Benefits Program & Defined Contribution plans, i.e., 401K and 457)
- Eligibility determinations for the various plans, e.g., Health, Pension plans, etc. will be automated in Workday
- Workday will be configured to track the employees' workhours for Affordable Care Act (ACA) compliance



NextGen Update Workstream Report-outs

Compensation Workstream

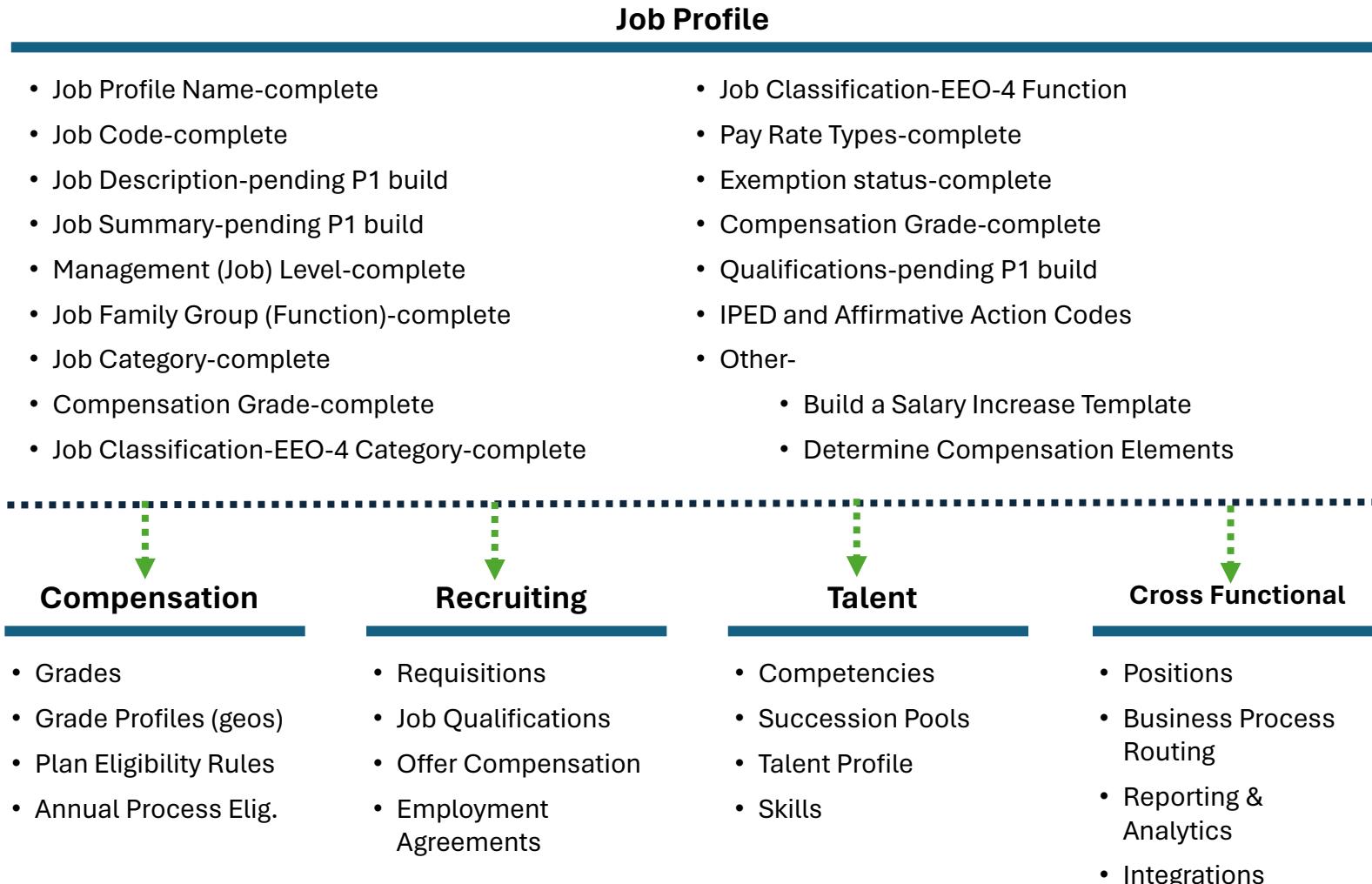
Tina Bufford
Senior Manager, Compensation
Human Resources Administration
Department of Administrative Services

Compensation Overview



Workday Job Profile Update

Attributes & Touchpoints



NextGen Update Workstream Report-outs

Talent Management Workstream

Carla Gracen
Director, Compensation & Benefits
Human Resources Administration
Department of Administrative Services



NextGen

Workday



Talent Management

Local Review Held April 30

Talent Review

- Workers update their core talent data

Performance Review (*required*)

- Two templates - With or without competencies
- Change from current 5-point to 4-point rating scale
- Process supports additional evaluation inputs before the manager completes the review

Development Plan (*optional*)

- Separate plan compared to the current version of the performance review
- Plan can be used for career or skill progression

Disciplinary Action (*optional*)

- Used to initiate and document

Performance Improvement Plan (PIP) (*optional*)

- Used to initiate and document



Talent Management

Foundation

- Worker Profile
- Talent Review
- Talent Search
- Talent Pool Profiles
- Talent Dashboard & Worklet
- Compare Workers
- Embedded BI
- Competency Library
- Job Competency Models
- Surveys

Performance

- Configurable Event Process/Template
- Performance Review, PIP, and IDP
- Online Appraisals for Employees & Managers
- Goal Management
- Cascading Goals
- Anytime Feedback
- Multisource/Rater Feedback
- Disciplinary Actions
- Pay for Performance
- Performance Calibration

Succession

- Potential / Readiness Identification
- Talent Matrix (n-Box)
- Succession Plan
- Succession Pool
- Talent Review
- Talent Card
- Talent Pool Management
- Talent Calibration

Career & Development

- Talent Review
- Career Discovery
- Development Plans
- Personal Skills and Competencies Management
- Job Competency Models
- Talent Pool Management
- Mentorships



NextGen Update Workstream Report-outs

Recruiting Workstream

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

Meeting Wrap-Up

Al Howell
Deputy Commissioner
Human Resources Administration
Department of Administrative Services

2024 HR Community Meeting Dates



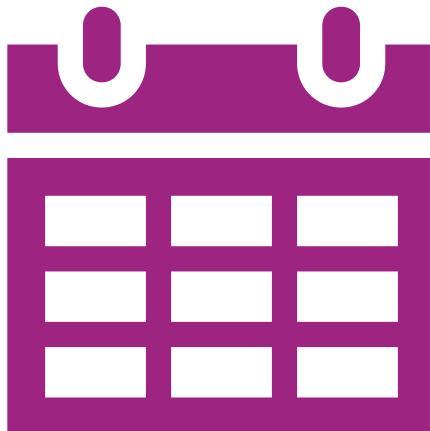
- Tuesday, August 20, 2024
- Tuesday, December 4, 2024

2024 Employee Benefit Plan Council/ State Personnel Board Meeting Dates



- May 14, 2024 (Board Only)
- July 9, 2024
- August 13, 2024
- November 12, 2024

Statewide Sexual Harassment Prevention Program Key Dates



FY24 SHP Training and Reporting Dates

- **July 1, 2023– June 30, 2024:** Start and ending dates of the FY 2024 Training Period
- **July 1 - 31, 2024:** FY 2024 Reporting Period

FY25 SHP Training Dates

- **July 1, 2024 –Feb 28, 2025:** Start and ending dates of the FY 2025 Training Period (the FY25 training period ends earlier due to NextGen go-live)

Other Updates



- FLSA Final OT Rule

We are aware of the Final OT Rule, including effective dates of July 1, 2024 and January 1, 2025. Keep an eye out for the statewide advisory that we'll be sending out regarding key provisions, next steps for agencies, new monitoring responsibilities, etc.

- Paid Parental Leave (PPL)

A special-called SPB meeting is being held next week to propose changes to Section 26 of SPBR 16 on PPL. Though the bill amending the provisions on PPL is effective on July 1, the changes to SPBR 16 will be effective after this date given the rule modification process.



GCHR Mission:

To provide relevant developmental opportunities that enhance the competencies of Human Resource professionals employed in Georgia's public sector.

GCHR Vision:

To be the leading organization for human resource knowledge relevant to Georgia's public sector.

Dedre Brown
Membership Chair
Contact Us:

membership@gchrga.org

Visit us on the Web

www.gchrga.org

GCHR PURPOSE & BENEFITS

PURPOSE	BENEFITS OF MEMBERSHIP
<ul style="list-style-type: none">• To advocate, advise, educate, and represent the interests of leadership and employees in all matters relative to human resource.	<ul style="list-style-type: none">• HR News: Access to up-to-date state and national information on HR matters.
<ul style="list-style-type: none">• To promote strategic improvements to Human Resource Management in the GA's public sector.	<ul style="list-style-type: none">• Professional Development: Opportunities offered through various avenues.
<ul style="list-style-type: none">• To provide a forum for the exchange of information related to Human Resources in the public sector.	<ul style="list-style-type: none">• Membership Community: Access to online GCHR community to connect and communicate with other members.
<ul style="list-style-type: none">• Serve as a channel for operating agencies to express their opinions affecting state personnel.	<ul style="list-style-type: none">• Job Board: Ability to share state and local government job opportunities to GCHR members.
<ul style="list-style-type: none">• To seek equitable interpretation and application of the laws, rules, regulations, policies, and procedures in the public sector.	<ul style="list-style-type: none">• Leadership Development: Ability to build leadership skills by serving on or chairing a GCHR committee.
<ul style="list-style-type: none">• Strive for professional consensus, consistent with the democratic process in all actions which GCHR may undertake.	<ul style="list-style-type: none">• Networking: Mix and Mingle with others in the state, and local community.

Adjournment

Al Howell
Deputy Commissioner
Human Resources Administration
Department of Administrative Services