

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> <ul style="list-style-type: none">▪ 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



Dr. Carl A. Hall, Esq. Group Manager
Carl.hall@doas.ga.gov



Emily Harris
Contract Management
Specialist - Goods
Emily.harris@doas.ga.gov



Donnie Treadway
Contract Management
Specialist - Goods
Donnie.treadway@doas.ga.gov



Tamar Forbes-Semple
Contract Management
Specialist - Services
Tamar.forbes-
semple@doas.ga.gov



Duane Tomlinson
Contract Management
Specialist - Information
Technology
Duane.toml.inson@doas.
ga.gov



TBD
Contract Management
Specialist - Senior



Lorna Sippo
Contract Management
Assistant - Services



Dawn Stone
Contract Management
Assistant - Goods



Andre Jefferies
Contract Management
Assistant - Information
Technology

Data Assistant


Data Assistant

Data Assistant


Contract.management@doas.ga.gov

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
Implementation
of New SWCs
(Renewals,
Extensions,
Amendments)**




**Contract Waiver
Management**




**Supplier
Performance
Management**



**Marketing of
Statewide Contracts**



**Business Review
Meetings
w/Suppliers**



**Special Projects
“Increase
Efficiency”**

Statewide Contracts Portfolio Summary

450+ Statewide Contracts



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



"Organizational Iceberg" was created by Edward T. Hall, 1976

THE TALK



SERVICES

Recognizing Who We Serve:

- Agencies
- Communities
- Employees
- Our Company



Recognizing What We Do

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

Recognizing our Expertise

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

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



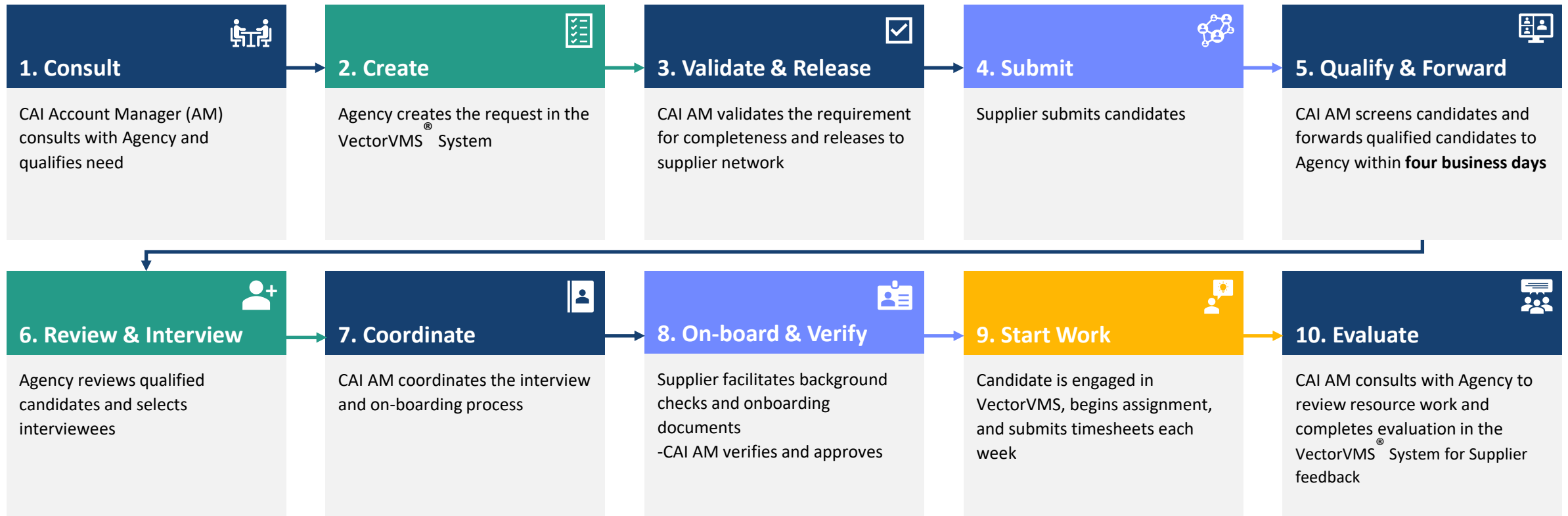


Managed Services Provider Contract

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

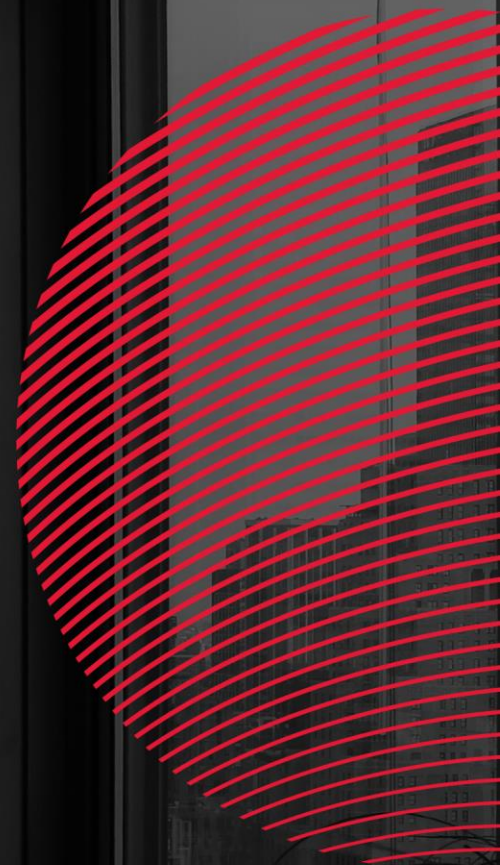
Candidate

Statewide Contracts Showcase of Vendors

Vendor: Focus People
Amber Clark
Terri Pavuk



FOCUS
PEOPLE



www.focuspeople.com



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





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



Mercedes-Benz

ingenico
GROUP

LGE
Community Credit Union®



Hapag-Lloyd



CORPORATE
ENVIRONMENTS

AICA
ORTHOPEDICS

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



Georgia™
DOAS



KENNESAW STATE
UNIVERSITY



UNIVERSITY OF
GEORGIA

Georgia® Department of
Community Affairs



Georgia Department of Transportation



GEORGIA DEPARTMENT
OF LABOR



GEORGIA DEPARTMENT OF PUBLIC HEALTH



DEPARTMENT of
REVENUE



GEORGIA
DEPARTMENT OF CORRECTIONS



Georgia Department
of Human Services



D·B·H·D·D



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



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



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

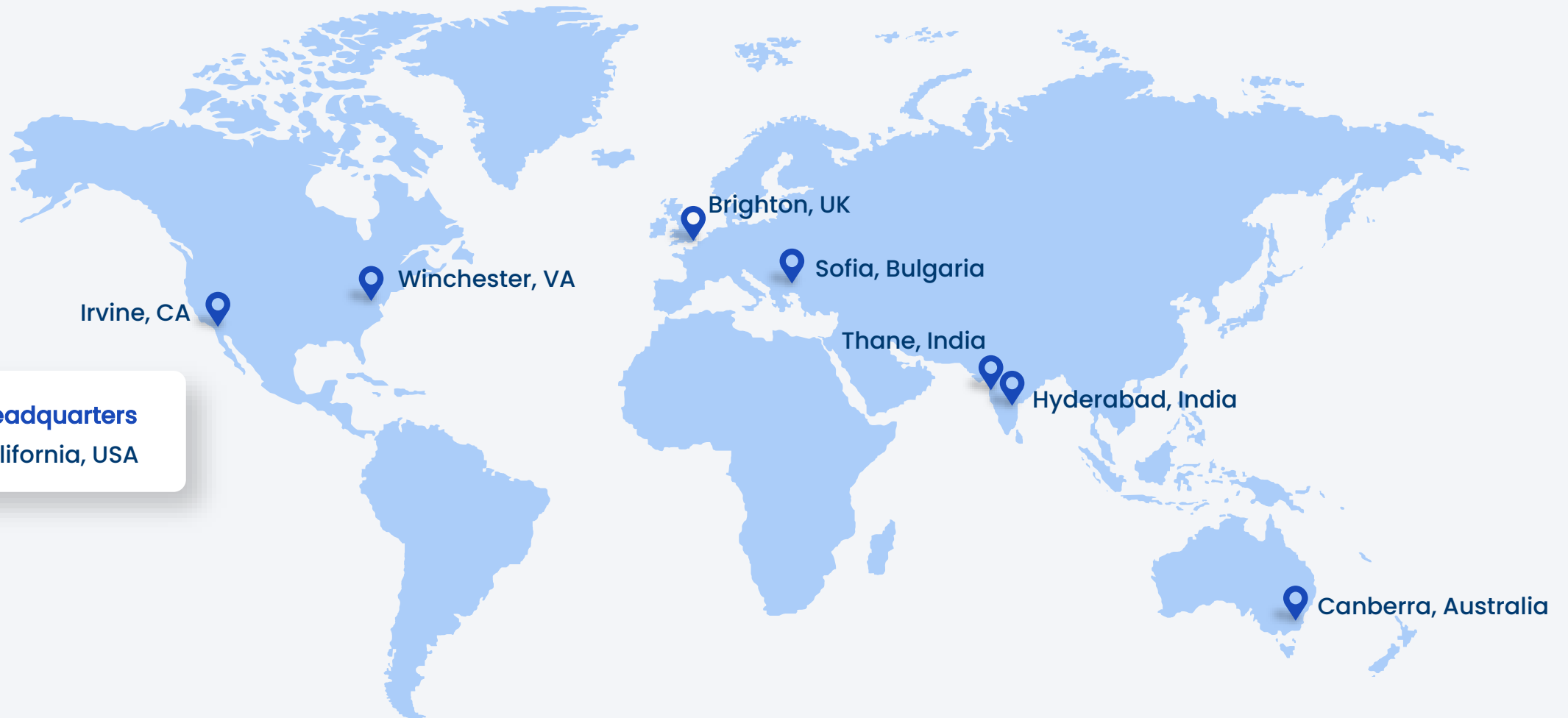
“

**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



Global Headquarters
Irvine, California, USA

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



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**



Customer Effort
Score (CES)

1-5 scale

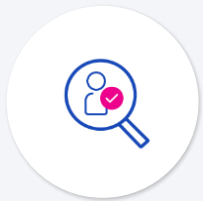


Customer Satisfaction
Score (CSAT)

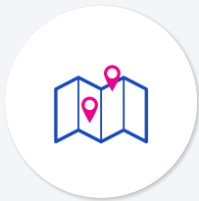
1-5 scale

Product **suite**

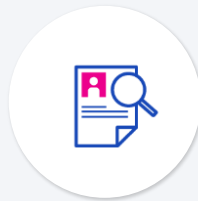
Accurate offers a comprehensive portfolio of background check, drug and health and workforce monitoring solutions.



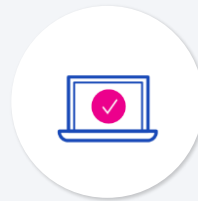
Identity Services



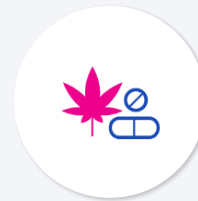
Location Services



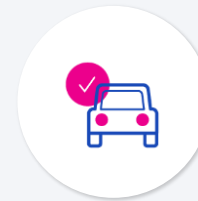
Criminal Checks



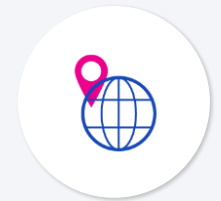
Verification Services



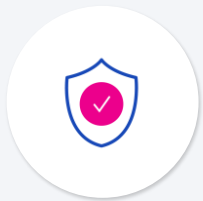
Drug Testing



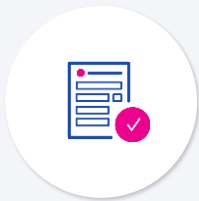
Driving History



Global Searches



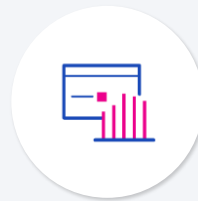
Sanctions



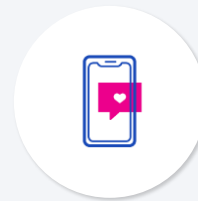
Form I-9
& E-Verify



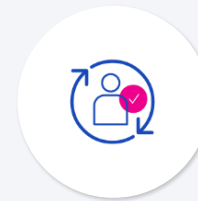
Health & Medical Services



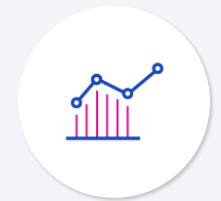
Credit Checks



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

amacconnachie@accurate.com

www.accurate.com

Call Us:

+1 888.316.2110

Statewide Contracts Showcase of Vendors

Vendor: Hertz Car Rental
Nadika Perera



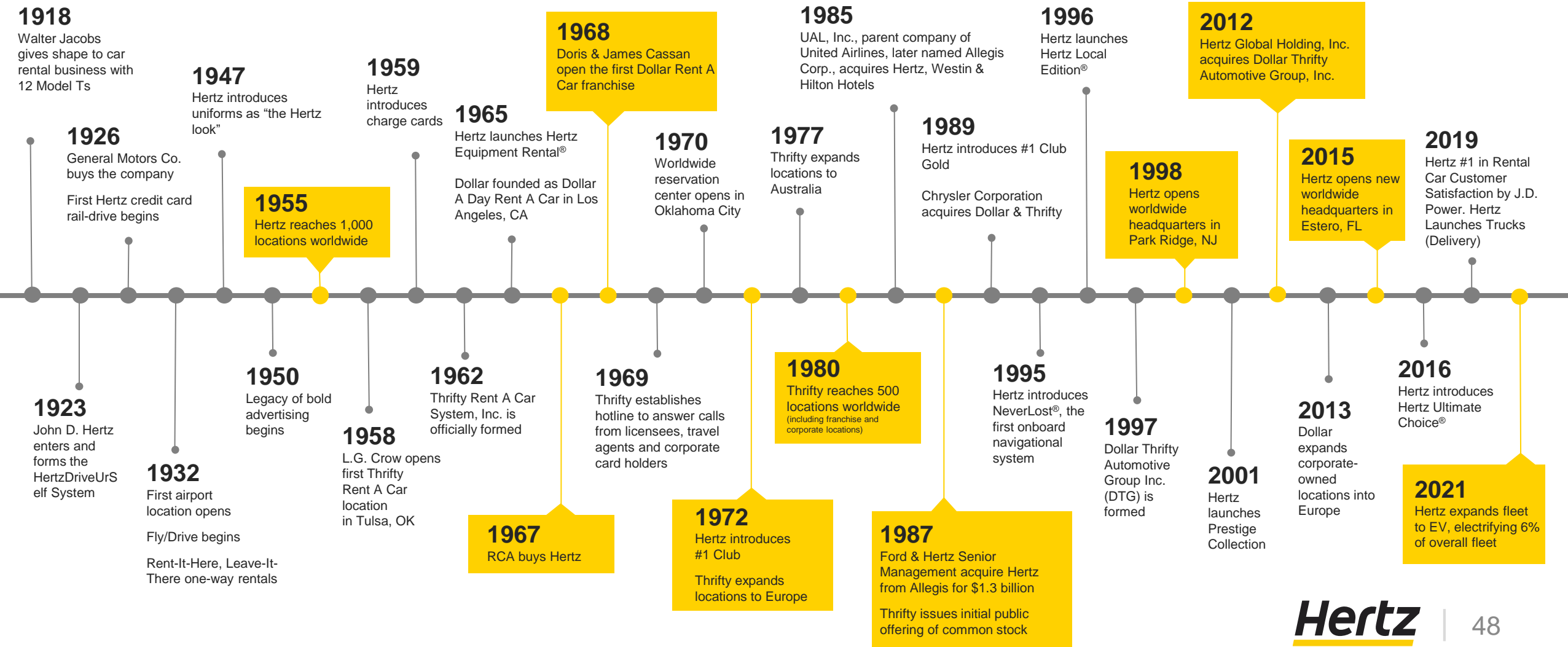
The Hertz Corporation and State of Georgia



100+ Years of Excellence



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



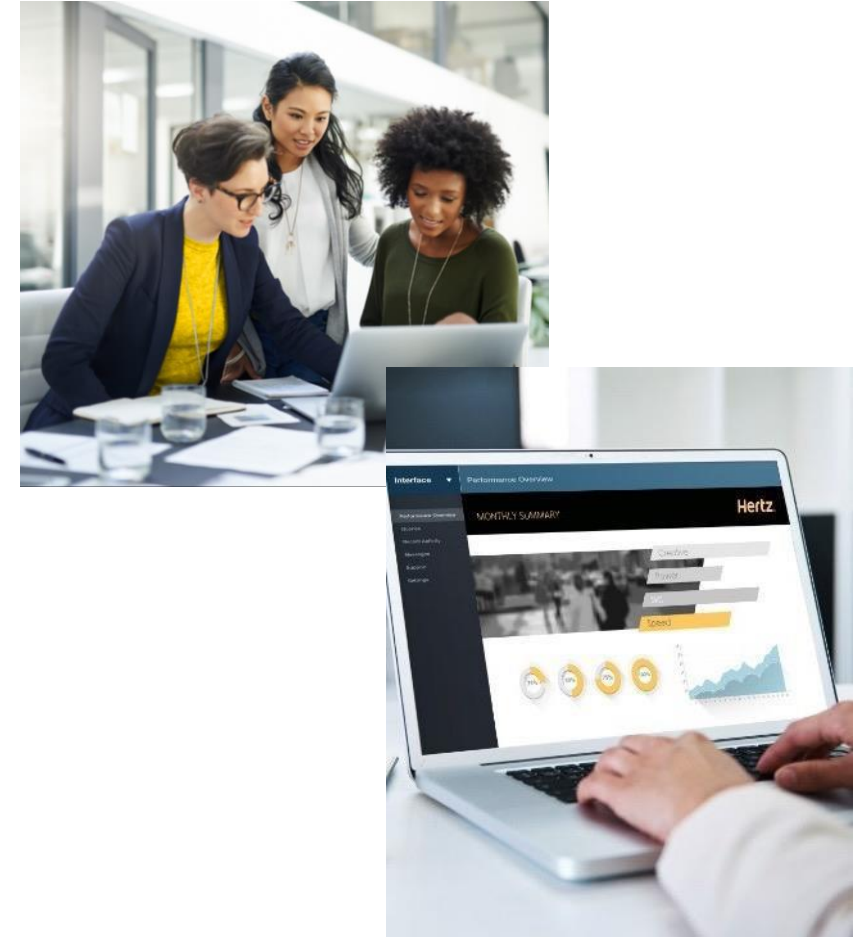
Hertz and State of Georgia

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*



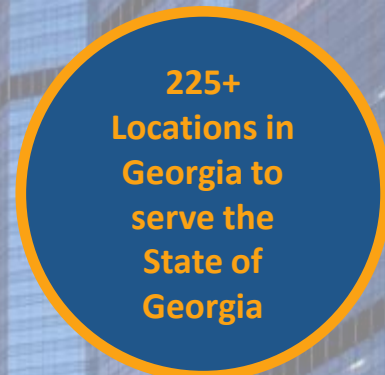


Enterprise Mobility™



ENTERPRISE Mobility^{*}

At A Glance



Founding Values Drive Us

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



IN-STATE STANDARD RATES

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
- 9'6" 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 vans
- 3,000 - 4,000 lb. payload
- Rear 50/50 split French doors with 24 3/4" 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 8,800 lb. payload
- 2 or 4 doors
- Approx. 11' length x 9'6" 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.



Let's get you **going**.




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

enterprise

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

National

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 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



sao.ga.gov/NextGen

HCM & Payroll



Core Human Resources



Compensation



Recruiting



Talent & Performance



Time Tracking



Benefits



Payroll



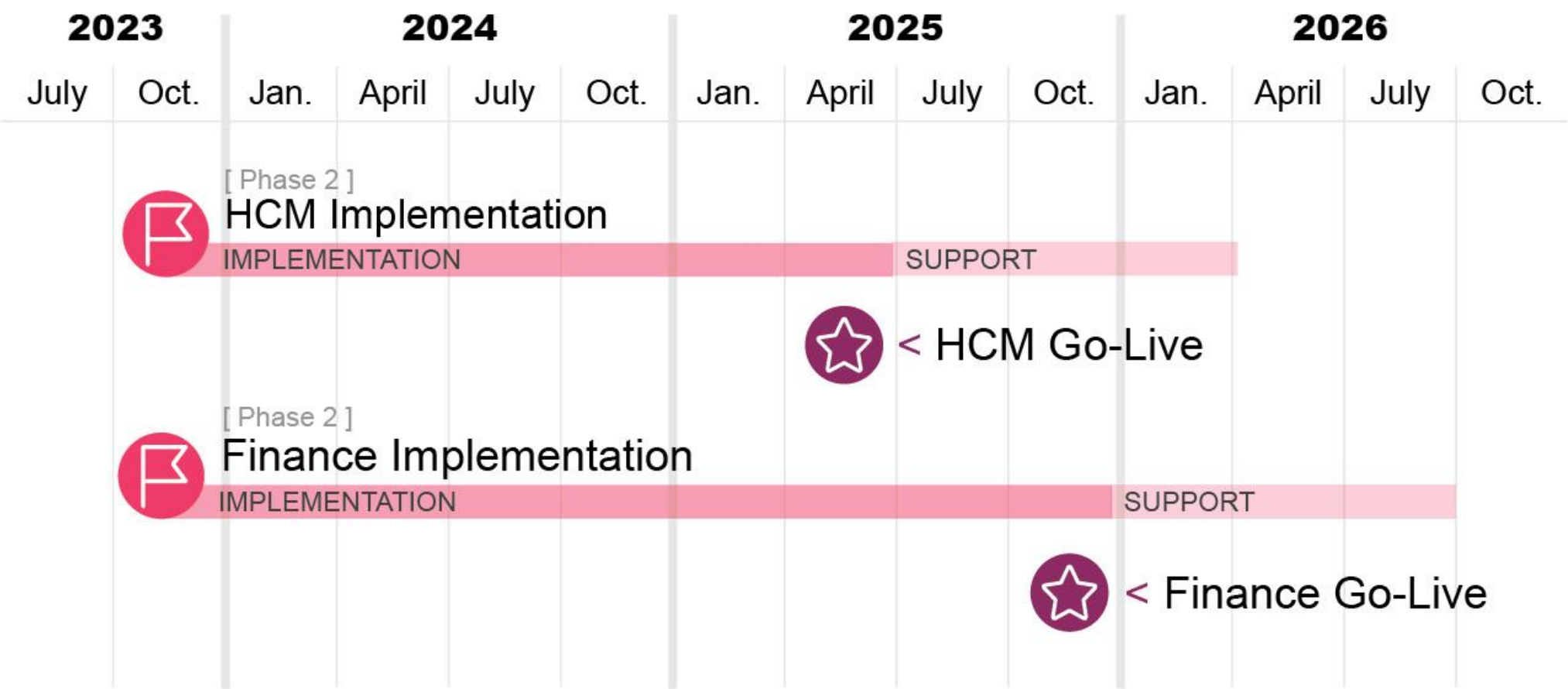
Absence Management



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

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 Tile, 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!



Send any questions
to the NextGen inbox:
NextGen@sao.ga.gov



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Questions about NextGen

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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

The background of the slide is a stunning astronomical image of a nebula. It features intricate, swirling patterns of interstellar gas and dust. The colors are predominantly deep reds and oranges, with streaks and patches of bright blue and purple. Numerous stars are visible throughout the scene, some appearing as sharp points of light and others as more diffuse, glowing clouds. The overall effect is one of cosmic beauty and vastness.

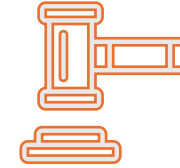
Benefits in Workday



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

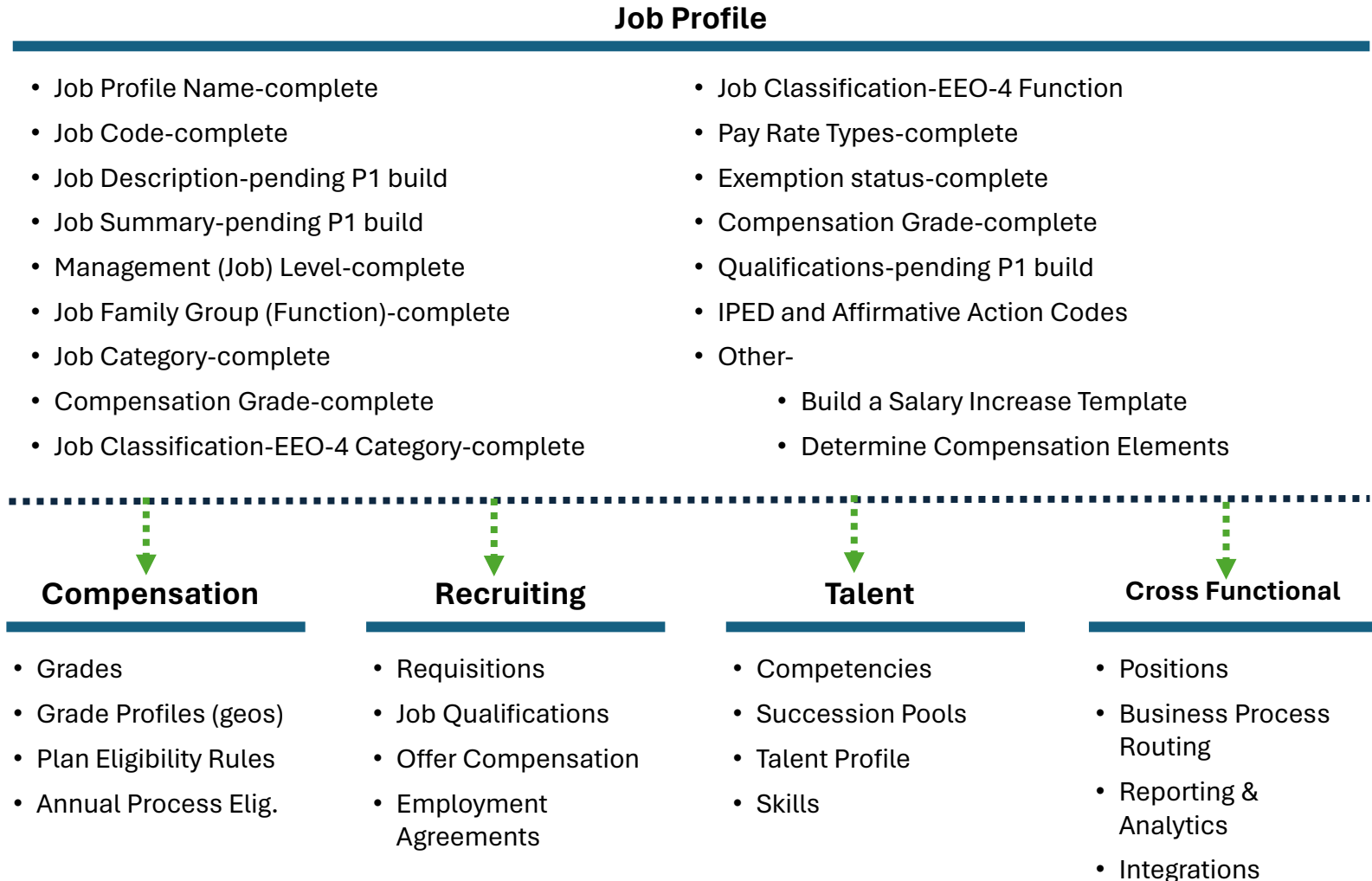
Senior Manager, Compensation
Human Resources Administration
Department of Administrative Services

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