

GA@WORK

Delivered by The NextGen Project

GA@WORK HCM Implementation for HR Directors

March 18, 2026

Agenda

- Timeline
- Critical Courses and Learning Labs
- Super User
- Supervisory Organization
- LMS Freeze Dates and Tips
- Freeze Dates HCM and Compensation
- Support Portal
- Performance Management FY26 and Beyond
- Reminders
- GA@WORK Resource Library

Presenters

Carla Gracen

Deputy Commissioner
Human
Resources Administration

Satonya Payne

Director
Workforce
Policy and Business Operations

Holli Meredith

Director of Enterprise Learning
Commissioner Office

Tina Bufford

Senior Manager
Enterprise HCM Operations
& Compensation

Stephen James

Webmaster 2
Financial Systems

Fe'Loy Gibbs

Information Technology
Financial Systems

Rhonda Zubas

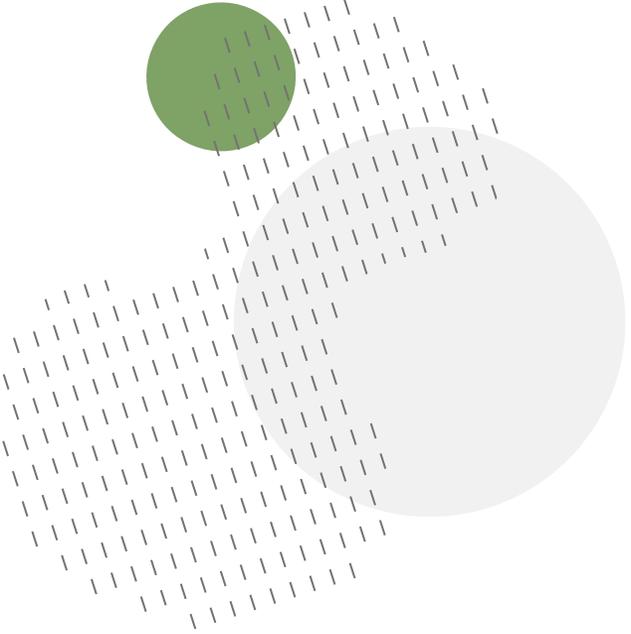
Training Director
Financial System

Monique Jenkins

Senior Manager
Talent Management Services
& Policy

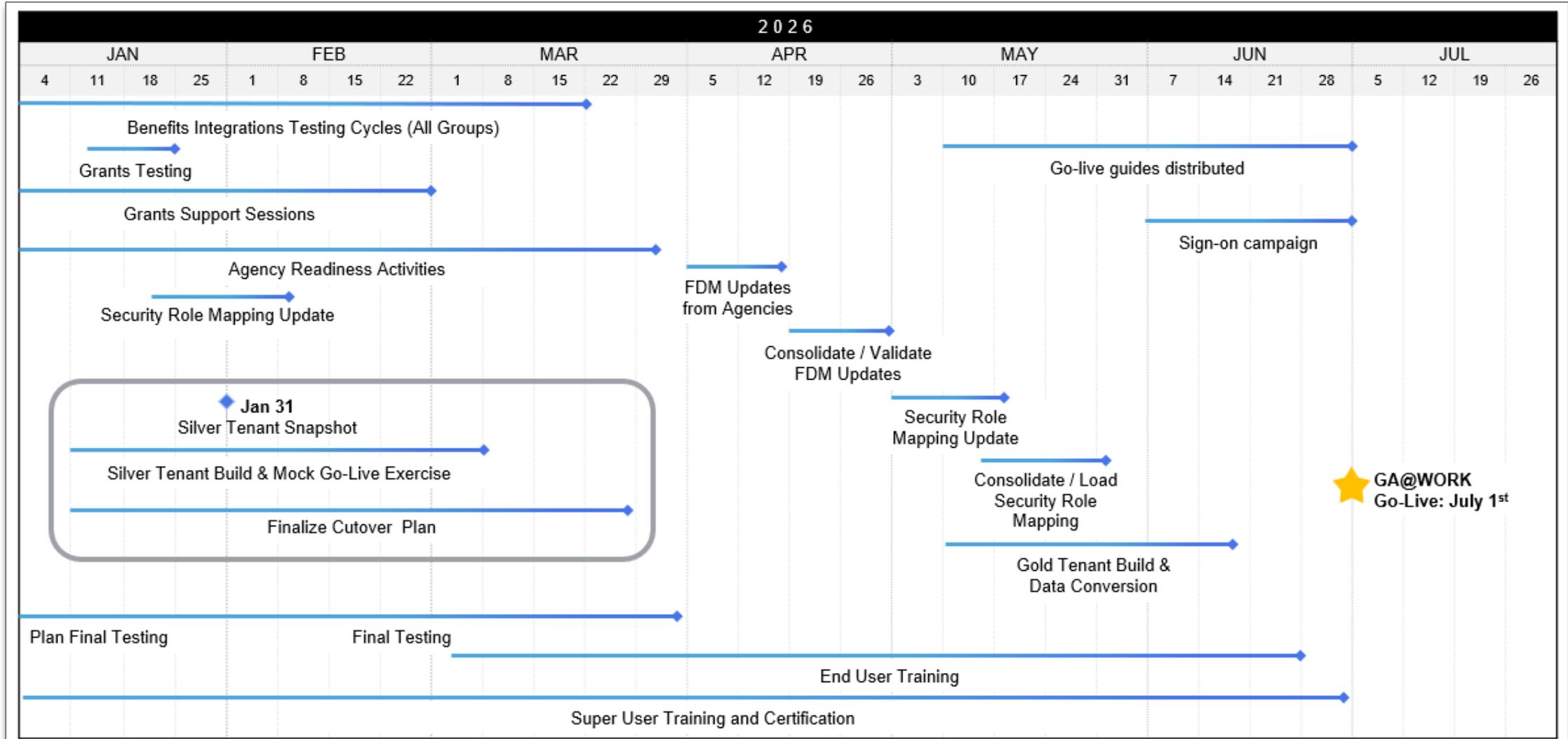
Linda Orban

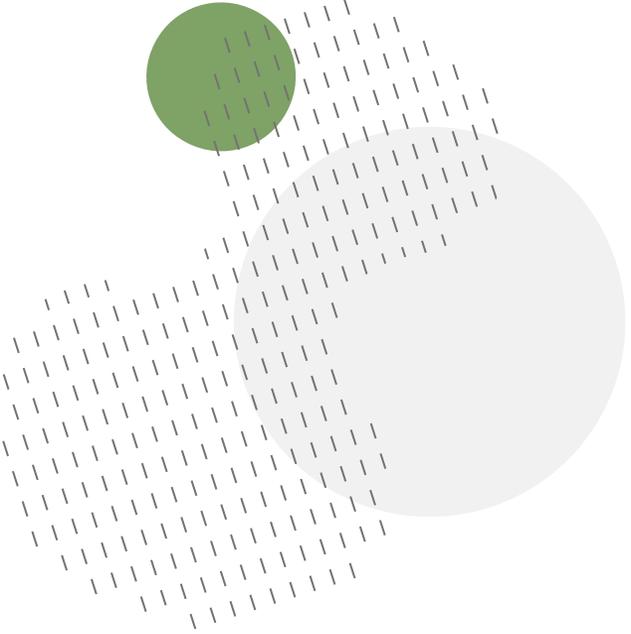
NextGen Change
Management
Workstream Lead (Contractor)
State Accounting Office



Timeline

July 2026 go-live timeline





Critical Courses & Learning Labs

Critical Courses for GA@WORK system training

While all GA@WORK system training is important, some courses have been identified as being **critically important** due to potential readiness impacts if training is missed.

Finance

- Financial Overview
- Manage Payroll
- Financial Accounting 1 & 2
- Accounts Payable 1 & 2
- Banking and Settlement
- Manage Time & Absence

HCM

- Recruiting and Onboarding
- HR Transactions
- Compensation

Procurement

- Agency P-Card Holders
- Agency P-Card Administrators
- Approvers
- PO Buyers
- Requesters
- Strategic Sourcing II
- Supplier Contracts

Due to the critical nature of these courses, **participants are expected to attend the full session and complete all associated activities in each Role-Based Learning Program.** These courses cover essential processes, controls, and responsibilities needed to perform work accurately in GA@WORK.

Learning Labs for GA@WORK Training

In addition to regularly assigned GA@WORK Training, learners will have the opportunity to attend **Learning Labs** that offer a safe, structured space to build confidence, address knowledge gaps, and receive targeted support.

Who should attend **Learning Labs**?

State of Georgia employees that **attend an Instructor-Led Training (ILT) course*** will be invited to an optional Learning Lab.

When will **Learning Labs** happen?

Learning Labs will be hosted **every Friday starting April 17.**

What is a **Learning Lab**?

A Learning Lab is an optional training session designed for learners to have **additional time to ask questions and get hands-on practice** in the system prior to go-live.

Why attend a **Learning Lab**?

Training is a crucial step toward preparing learners with the knowledge and skills to effectively use GA@WORK.

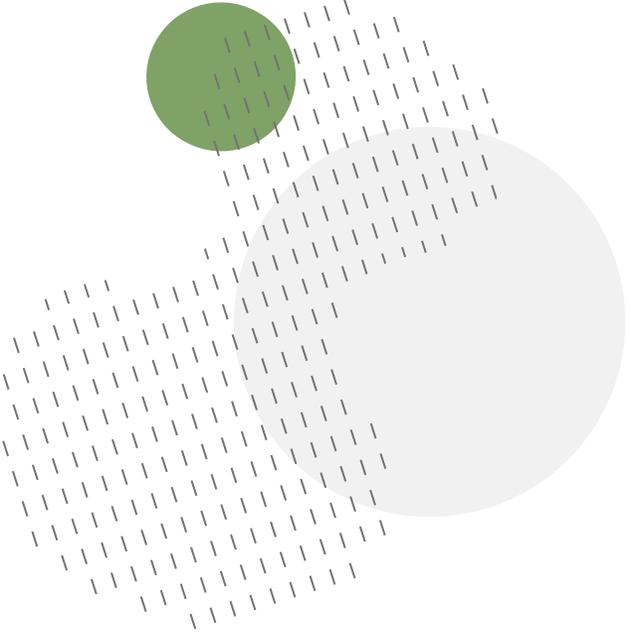
Where will **Learning Labs** happen?

Learning Labs **will be hosted virtually** using Microsoft Teams.

How will users be enrolled?

At the conclusion of ILT courses, employees will be invited to attend the Learning Lab session for that course.

Learning Labs are optional but highly encouraged.



Super Users

Super User Updates

Payroll, Time & Absence Training, March Schedule, Cohort 2 Rollout

Manage Payroll – March Training Sessions

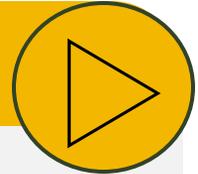


- **March 16** 9:00 AM – 5:00 PM
- **March 17** 9:00 AM – 5:00 PM
- **March 18** 9:00 AM – 5:00 PM
- **March 19** 9:00 AM – 5:00 PM
- **March 23** 9:00 AM – 3:00 PM
(Virtual)

Manage Time & Absence

- March 18 9:00 AM – 1:30 PM

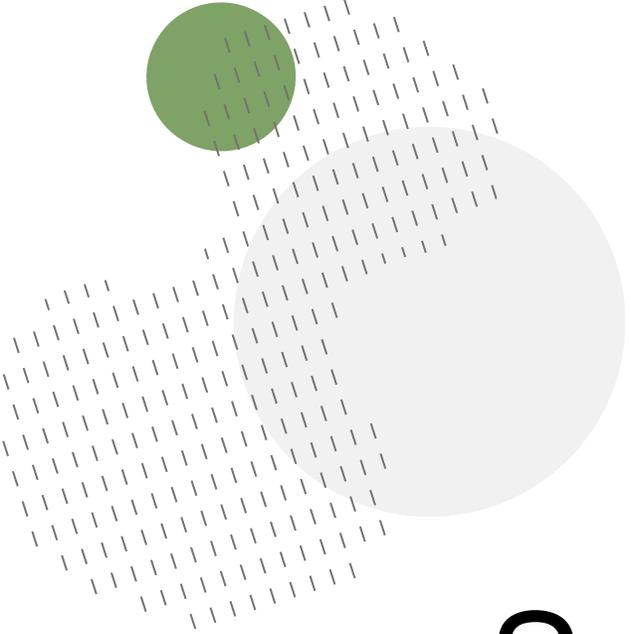
Cohort 2 Rollout Kickoff: March 11



- **35 New Super Users**
- Training resumes as End User Training begins
- Cohorts 1 & 2 will support Practice Labs during End User Training
(April 10 – June 11)
- Phased activities preparing Super Users for go-live

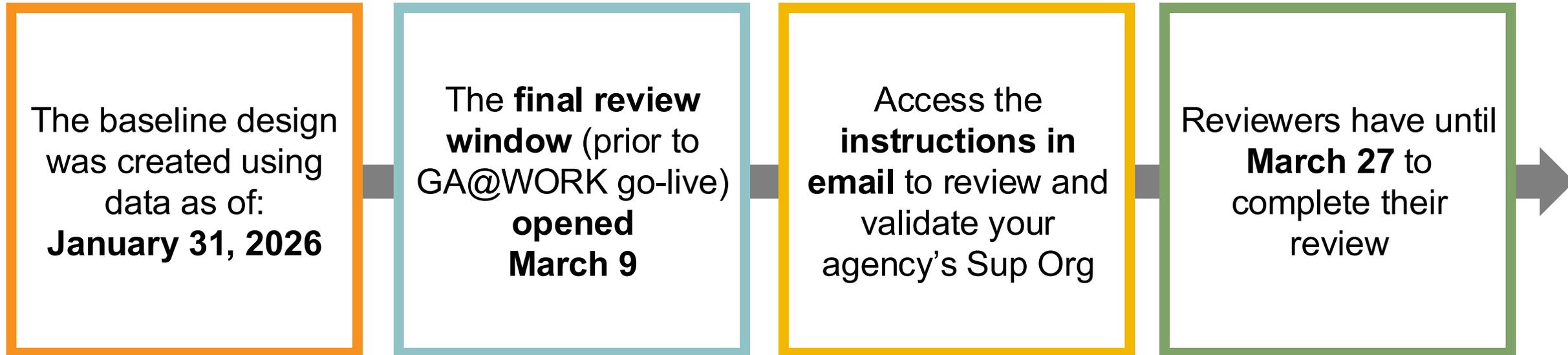
Cohort 2 Training Phases

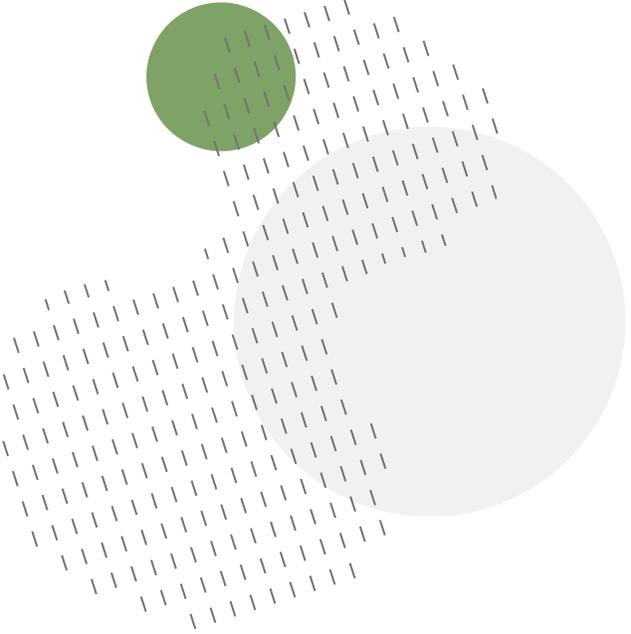
- Phase 1 – March 11 – March 20
- Phase 2 – March 21 – March 27
- Phase 3 – March 2 – April 12



Supervisory Organization

Final Round





LMS Freeze Dates and Tips

Explaining GA@WORK Learning Dates

Training date explanations

It is important that learners complete GA@WORK training **as soon as possible** – do not wait to the last day!

All assigned GA@WORK training should be completed by June 11.

Incomplete training will not be migrated to GA@WORK.

After go-live, learners who did not complete their assigned learning programs will need to self-enroll and retake incomplete training.

The **Training Support Center** is available on the [GA@WORK Resource Library](#), which houses:

- Learning Programs
- Course Descriptions
- [Ready, Set, Go-live Journey](#)



Key training dates

Learners should prioritize completing assigned training as soon as possible.

March 2

Enrollment begins in Employee Foundational Learning Program.

March 9

Enrollment begins in Managers Foundational Learning Program.

March 16

Enrollment in Role-Based Learning Program(s) begins.



Remember to complete required assessment(s) within 3 days of completing an instructor-led training or eLearning.

April 6 – June 4

Instructor-led training sessions are ongoing for applicable learning programs.

May 28

Team Georgia Learning notifications for the Employee & Manager Foundational Learning Programs show a due date of May 28. Completing the training by this date supports a smoother data conversion and helps learners be prepared for Role-Based Learning Programs, as applicable. Learners are strongly encouraged to complete all assigned courses by May 28.

June 11

Learning Programs must be completed for training data to be available on learner transcripts in GA@WORK.

GA@WORK End User Training Support

Pre- GA@WORK End User Training Tips

Ensure that you review the Teams Georgia Learning webinar recording to refamiliarize yourself with training course navigation and proper course behaviors prior to completing GA@WORK end user training.

Web Browser Recommendations and Tips

- Use the Google Chrome web browser to access GA@WORK end user training sessions.
- Ensure Chrome is updated before accessing training; update it if needed.

GA@WORK End User Training Support

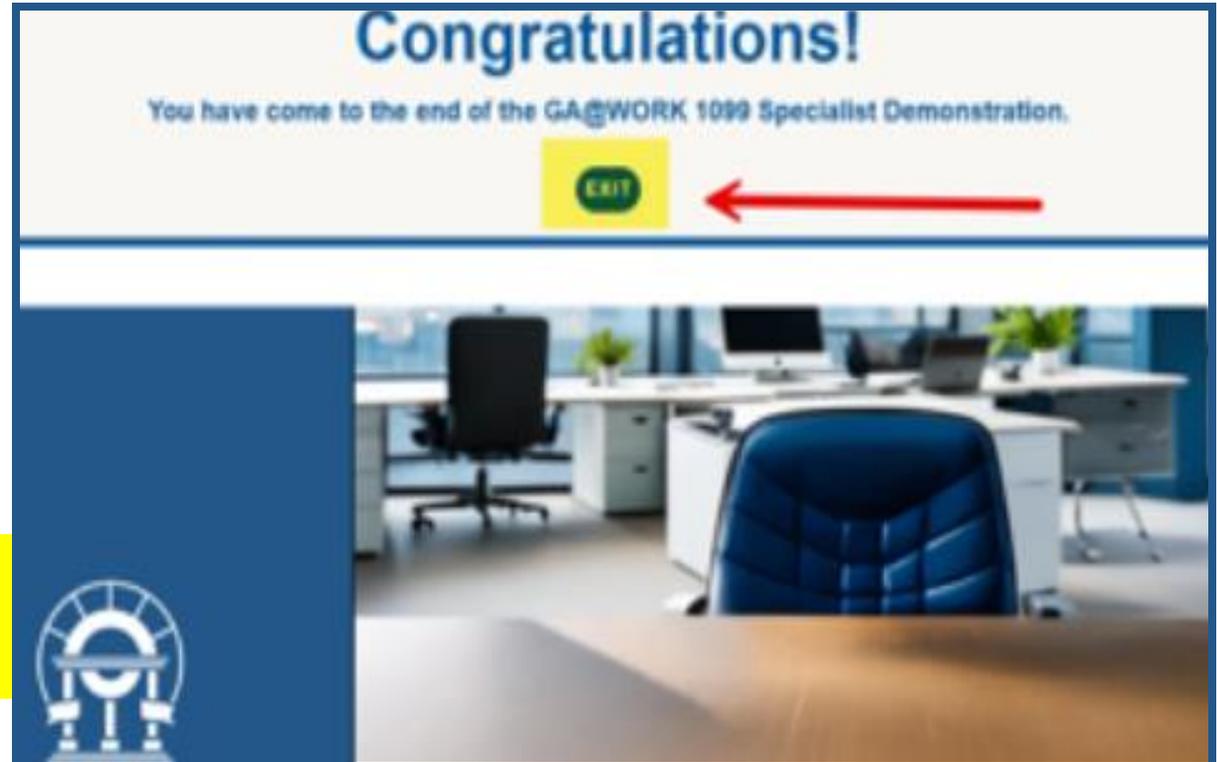
Training Course Behavior Tips

- ✓ Always exit your course if you need to step away, your progress will be saved.
- ✓ Click the **X** in the top-right corner to properly close a course.
- ✓ After completing a course, click **Exit** to ensure completion is recorded.



Please do not sit idle within GA@WORK end user training courses.

- ✓ If a course is left idle or not closed properly, clear your browser cache before retaking it.



GA@WORK End User Support

Troubleshooting Tips & Getting Help

If you continue to experience issues after training:

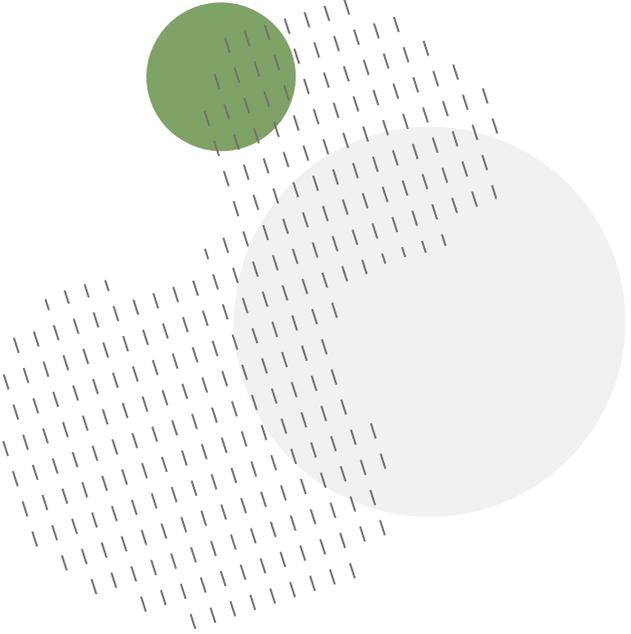
- ✓ **Submit a Learning Help ticket**
- ✓ Visit: service.doas.ga.gov/app/LearningHelp
- ✓ Or scan the QR code to get support

Need help fast?

Scan the QR code to submit your request directly.



Scan to submit a ticket!



Freeze Dates HCM & Compensation

HCM Core Freeze Dates

Hard Freeze Dates

May 4

June 2

June 17

July 10

Soft Freeze Dates

June 3

June 16

Please Note: During the Hard Freeze, DOAS-HRA will not be able to make any changes to job profiles or compensation grade profiles.

Transactions and Compensation Instructor Lead Training (ILT)

Transactions ILT

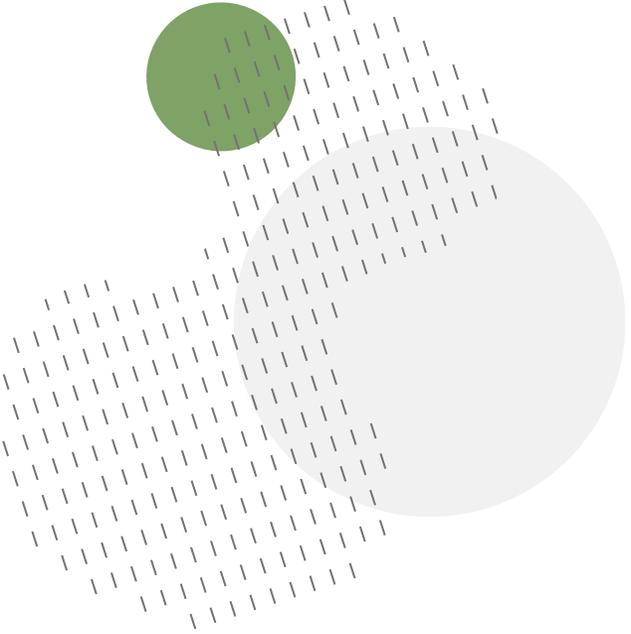
- | | |
|-------------------|-------------|
| • April 9 | 1:00 – 3:00 |
| • April 14 | 2:00 – 4:00 |
| • April 16 | 1:00 – 3:00 |
| • April 21 | 2:00 – 4:00 |
| • April 23 | 1:00 – 3:00 |
| • April 27 | 1:00 – 3:00 |
| • April 28 | 2:00 – 4:00 |
| • April 30 | 1:00 – 3:00 |
| • May 7 | 1:00 – 3:00 |

Compensation ILT

- | | |
|-------------------|--------------|
| • April 8 | 1:00 – 3:00 |
| • April 9 | 9:00 – 11:00 |
| • April 15 | 1:00 – 3:00 |
| • April 16 | 9:00 – 11:00 |
| • April 23 | 1:00 – 3:00 |
| • April 30 | 9:00 – 11:00 |
| • May 7 | 9:00 – 11:00 |
| • May 11 | 9:00 – 11:00 |



Virtual Sessions & Registration starting soon



Support Portal

Coming Soon: GA@WORK Support Portal

Your Service & Support Hub for GA@WORK



Purpose

A centralized **Resource and Support Hub** designed to provide immediate access to system guidance, ensuring accuracy and operational continuity across all agencies.



Resources

A secure SharePoint site housing workstream-specific materials for **Finance, HCM, Payroll, Procurement, Security, Supplier, and Travel & Expense**. This includes step by step job aids, troubleshooting workflows, and official system forms.



Audience

Available to **all GA@WORK system users** with functional or administrative roles.
Access is **not provided to users assigned only to **Employee Self Service (ESS)** or **Manager Self Service (MSS)** roles.*



Key Dates

Support Portal Training Webinars:
April 28 –30
Get Familiar:
May 4 – July 1
Use for GA@WORK Support:
July 1 +

Coming March 30: Portal users will receive an announcement email with more information.

Accessing the GA@WORK Support Portal

The GA@WORK Support Portal will be available in May 2026.

Once the portal is live, users will receive a welcome email from gaatwork@sao.ga.gov containing a link to access the portal.

Users are encouraged to add the portal link to their browser favorites for quick and convenient access.

Spend time getting familiar with what's included so you are ready to use when GA@WORK goes live, July 1.



Support Portal Orientation Webinars

1	Tuesday, April 28	11:00 – 12:00
2	Tuesday, April 28	2:00 – 3:00
3	Wednesday, April 29	9:00 – 10:00
4	Wednesday, April 29	2:00 – 3:00
5	Thursday, April 30	11:00 – 12:00
6	Thursday, April 30	2:00 – 3:00

**Sign up information
coming soon!**

**All registrants will
receive the recording
following the session.**



Performance Management - FY26 and Beyond

Performance – FY26 Reminders



The FY26 Performance Management process should be completed in ePerformance. This includes goal setting, check-ins/mid-year reviews, and the annual performance review.



All FY26 Performance Reviews should be finalized (employee acknowledgement and manager completion steps done) by June 1st.



We have developed and tested a process to bring historical performance management documents and ratings into GA@WORK. More information to come on when this will be available.

Performance – FY26 and Beyond



New Performance Management Rating Scale

- Four-point, qualitative rating scale



Expanded Talent Management Modules

- Goal Setting
- Professional Development Plans
- Succession Planning
- Performance Improvement Plans
- Disciplinary Actions



Expanded Talent Management Insight

- New Reports!!

Performance – New Rating Scale

Exceeded
Expectations

Met
Expectations

Development
Required

Did Not Meet
Expectations

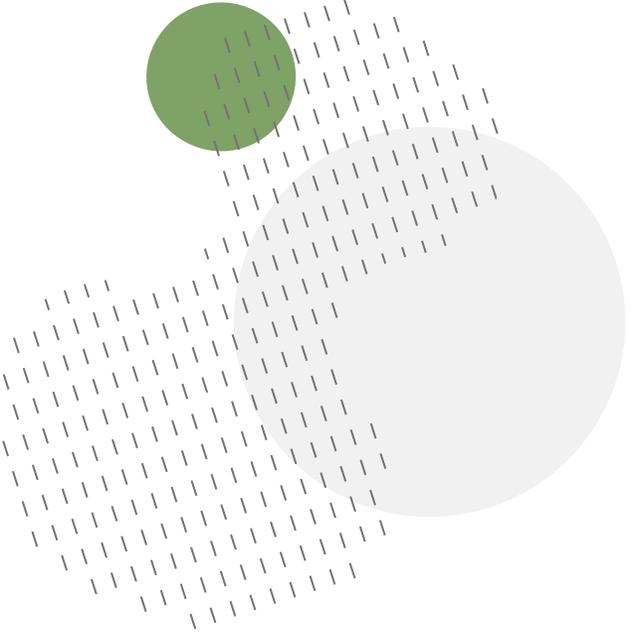
Performance – New Template Options

Annual Performance Review w/Goals, Responsibilities, and Competencies*

Annual Performance Review w/Goals and Competencies*

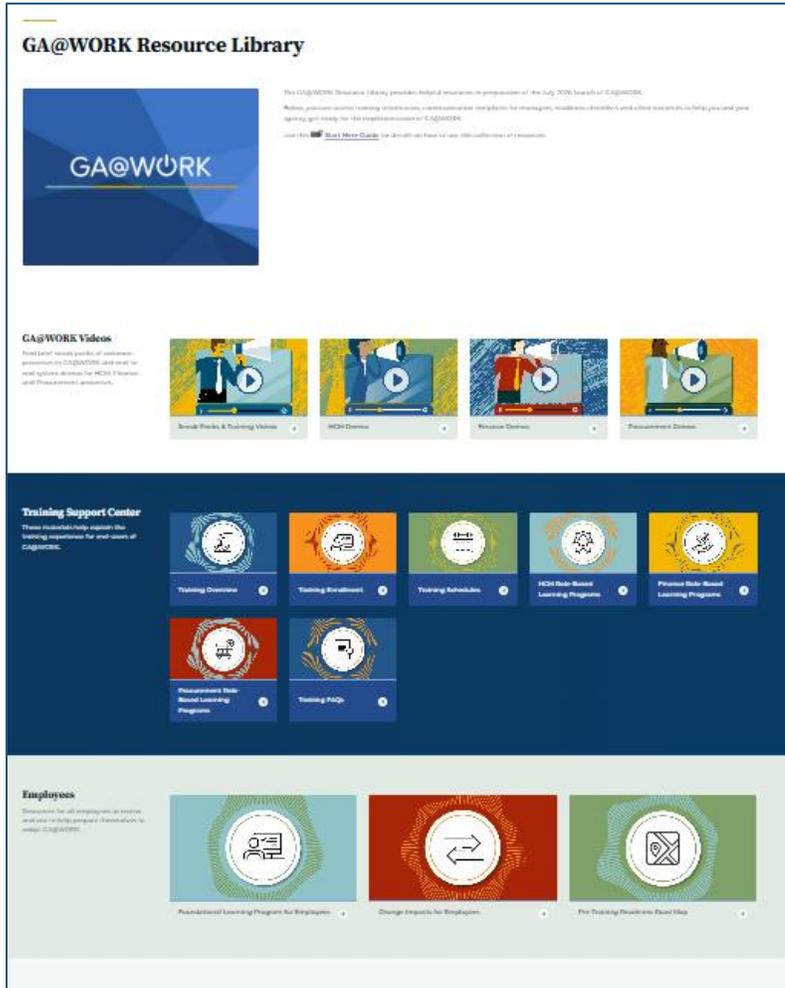
Annual Performance Review w/Goals and Responsibilities

Annual Performance Review w/Goals



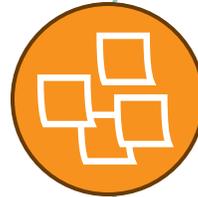
GA@WORK Resource Library

GA@WORK Resource Library



Who is the GA@WORK Resource Library for:

- Everyone, this is not behind a firewall!
- <https://sao.georgia.gov/gawork-resource-library>



What's on the GA@WORK Resource Library:

- Videos and demos
- Crosswalks
- Change impacts
- Glossaries



Suggested uses:

- Use the Start Here guide on the homepage to talk about this resource to your agency
- Select and share a video link to expand awareness of GA@WORK to your colleagues
- Review a HCM business area resources with specific agency teams to generate interest and engagement

New! Get to Go-Live

What agencies need to know and do leading up to Go-Live.

GA@WORK As of: 02.27.26

Get to Go-Live Calendar

Review the activities and dates on this calendar to facilitate the transition from TeamWorks to GA@WORK. Send any questions to nextgen@sao.ga.gov.

May 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BUDGET: AGENCY READINESS – TRAINING / FY27 FILE PREPARATION FDM VALIDATION FOR GOLD BUILD ADAPTIVE: FUTURE BUDGET BUILD SIMULATION				
				ALL EMPLOYEES: TAKE SCREENSHOT OF LEAVE BALANCES FROM TEAMWORKS MANAGERS: APPROVE ANY EMPLOYEE LEAVE REQUESTS IN TEAMWORKS
4	5	6	7	8
BUDGET: AGENCY READINESS – TRAINING / FY27 FILE PREPARATION FDM VALIDATION FOR CATCH UP ADAPTIVE: FUTURE BUDGET BUILD SIMULATION				
GRANTS: CONFIGURATION WORKBOOK SIGN OFF				MANAGERS: APPROVE ANY EMPLOYEE LEAVE REQUESTS IN TEAMWORKS
11	12	13	14	15
FDM VALIDATION FOR CATCH UP ADAPTIVE: FUTURE BUDGET BUILD SIMULATION				
BUDGET: AGENCY READINESS – TRAINING / FY27 FILE PREP				MANAGERS: APPROVE ANY EMPLOYEE LEAVE REQUESTS IN TEAMWORKS
18	19	20	21	22
FDM VALIDATION FOR CATCH UP SECURITY ROLE MAPPING				
FINAL DAY TO REQUEST ADDITIONS OR EDITS TO FINANCE MASTER DATA				MANAGERS – APPROVE ANY EMPLOYEE LEAVE REQUESTS IN TEAMWORKS FINAL DAY TO CREATE NEW SPONSORS IN TEAMWORKS
25	26	27	28	29
FDM VALIDATION FOR CATCH UP GRANTS: PROVIDE AND LOAD SPONSOR FILE				
SECURITY ROLE MAPPING				
				DATA CLEANUP DUE DATE

Ready, Set, Go-live Journey

This is an easy-to-follow, step-by-guide for managers and employees to use to prepare for required training (starts March 2026) for GA@WORK.

Steps	Description
1	Confirm your Team Georgia Learning access First, make sure your TeamWorks employee profile information (i.e., work email) is current. Then, use your employee ID to log into Team Georgia Learning to confirm you have access. If you cannot log in, request help using the Learning Help form.
2	Bookmark and review the GA@WORK Resource Library Bookmark and explore the GA@WORK Resource Library to learn about training and access materials explaining what's changing with the new GA@WORK system. You can find detailed summaries of changes to expect: • All Employees & Managers: Employee Self-Service , Manager Self-Service • HCM (HR/Payroll): Core HR , Compensation & Benefits , Recruiting , Talent Mgmt. , Time & Absence , Learning , Security , Sign-On & Support , Payroll • Finance: AP, AR, Assets, Banking, Budget, Accounting & Expense Mgmt. , Grants & Projects , Foundation Data Model (FDM) • Procurement: Supplier Contracts , P-Cards , Requisitions & POs , Strategic Sourcing , Supplier Mgmt. , Accessing GA@WORK Procurement
3	Get a sneak peek into GA@WORK Take a moment to view common processes, features, and capabilities in GA@WORK . You can also browse system demos in: HCM , Finance , Procurement .
4	Managers: Prepare your teams for GA@WORK First, complete the Manager Readiness Checklist to help get you and your teams ready for GA@WORK. Then, use this Start-Stop-Continue worksheet with your teams to identify what will change, stay the same, or be discontinued when GA@WORK goes live. For help completing these items, please reach out to your agency Point of Contact (POC). Find your POC here .
5	Prepare to learn See the Training Support Center in GA@WORK Resource Library to review your assigned Learning Programs and course descriptions.
6	Use the GA@WORK go-live guides Watch for Employee and Manager go-live guides coming in 2026. To help you get ready for July 1, these guides provide information on where to get GA@WORK help and support, highlights of what's new, how to access the GA@WORK mobile app (if elected by your agency), and details around the go-live timeline.
7	Complete your GA@WORK Training by June 11 Enrollment notifications: For some business suites, you will be automatically enrolled in your assigned GA@WORK Learning Programs and will receive notifications for enrollment from notify@doas.exceedlms.com : • Employee Foundational Learning Program: Enrollment begins March 2 • Manager Foundational Learning Program: Enrollment begins March 9 • Role-Based Learning Program: Enrollment begins March 16. If applicable, select instructor-led session dates/times . Sessions begin April 6.

For questions, please contact your agency POC. Find your POC [here](#).



This resources is for all employees who will use GA@WORK for Employee Self Service (ESS), Manager Self Service (MSS), HR, Finance, and/or Procurement related activities.



To use this resource:

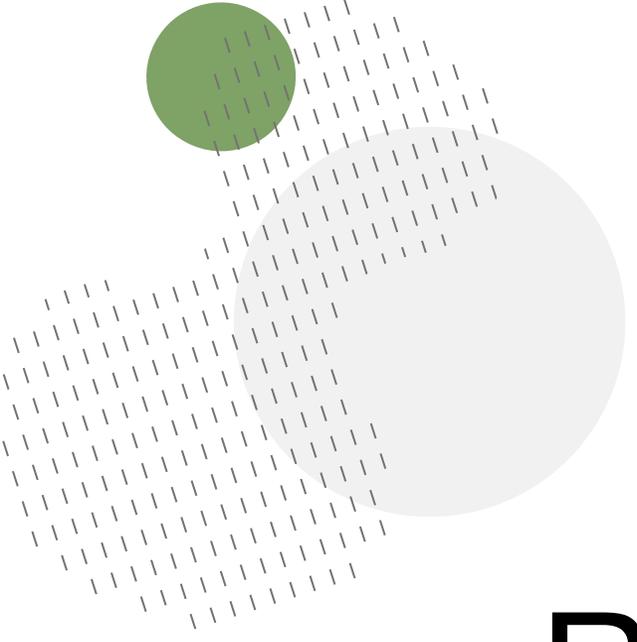
- 1 [Access and download the Ready, Set, Go-live Journey](#) from the GA@WORK Resource Library.
- 2 Bookmark the link or save the file somewhere easy to find.
- 3 Use this resources as a checklist during Winter/Spring 2026 to make sure you staying on track.

For training details, see the Training Support Center section of the [GA@WORK Resource Library](#).

Demo: GA@WORK Resource Library



Access on [the GA@WORK Resource Library](#)



Recap & Reminders



Reminder



Important Dates



Task

Upcoming Meetings and Action Items



March 31: Security Update Meeting

April 6-June 4: Instructor-Led Training Sessions

April 14: Agency Townhall

May 28: Team Georgia Learning notifications for the Employee & Manager Foundational Learning Programs due date

April 14: HR Community

June 11: Learning Programs Must be Completed for Training Data

May 20: Implementation for HRDs

Review the Get to Go-Live section of the GA@WORK Resource Library

*thank
you!*



This checklist is a tool intended to help POCs visualize ongoing project requests. Continue to track individual request progress with the workstream. Please note additional requests may be made throughout the month.

✓	Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Complete manual corrections for silver build	HCM	Selected	HRDs and selected agency participants	nextgen@sao.ga.gov	3/4/2026	Refer to email, "You're Invited: NextGen HR Manual Corrections Kick-Off Meeting"
	Attend the GA@WORK Implementation for HRDs Meeting	HCM	All	HRDs	nextgen@sao.ga.gov	3/18/2026	Refer to meeting invitation
	Make updates or corrections to your Supervisory Organization	HCM	All	Agency POCs, HRDs	nextgen_SupOrg@sao.ga.gov	3/27/2026	Refer to email, "Supervisory Organization: Validate Agency Supervisory Organization Data" sent on 2/18/2026
	Continue HCM data clean-up activities (ex. benefits eligibility) Any data not cleaned-up in the legacy system may result in disruption of benefits and payroll	HCM	All	HRDs	https://service.doas.ga.gov/app/AskNextgenSupport	Ongoing	Refer to requests in your email from BAs
	Run and store any needed data outputs, reports / queries outside of TeamWorks beyond the retention requirements	HCM	All	HRDs	nextgen.Retention@sao.ga.gov	Ongoing	See email sent on 6/16/2025; contact inbox for more information