



GA@WORK

Delivered by The NextGen Project

Procurement Huddle

June 24, 2026

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Management Lead, Deloitte

Agenda

- 1 Post Go-Live Support
- 2 Post Go-Live Training Resources and ILT Schedule
- 3 System Access
- 4 Requisition and Purchase Orders
- 5 P-Card
- 6 Strategic Sourcing
- 7 Supplier Contracts
- 8 Catalogs
- 9 GA@WORK for Suppliers
- 10 GA@WORK Procurement Website
- 11 Agency Readiness and Key Dates
- 12 Closing

GA@WORK GO-LIVE

06 18 35 58

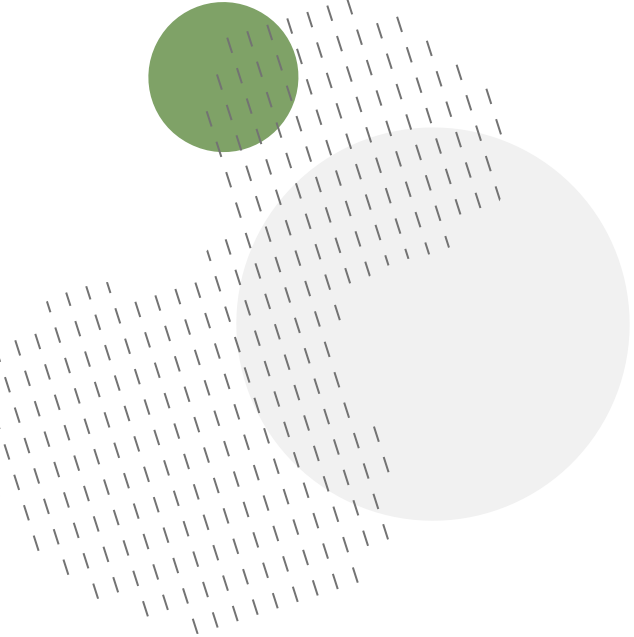
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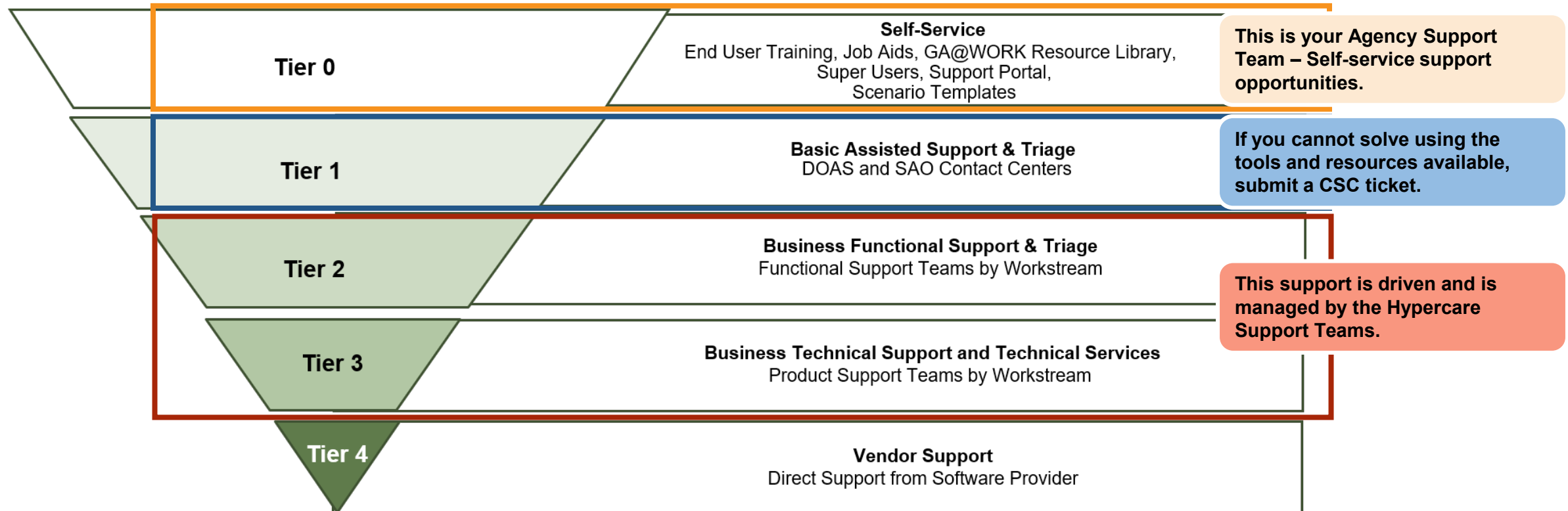
July 1, 2026



Post Go-Live Support

Tiered support for GA@WORK

There is a robust support model in place, that ranges from in-house support in your agency up to vendor support. Support starts in your agency.



Function of the Agency Support Team (Tier 0)



Agency Support Team

In anticipation of the July 2026 GA@WORK go-live, agencies have been asked to prepare their Agency Support Team. The team coordinates in their agency their knowledge and resources to support users in resolving issues at the agency level first and escalating only issues and questions that cannot be addressed at the agency level.

Agency Employee



At go-live, an employee needs help in GA@WORK.

They either leverage available resources and tools, or they reach out to their manager or another agency colleague for assistance.

Tier 0 Support

Agency-level available Resources and Tools



Training



Super Users



Support Portal



Job Aids



GA@WORK
Resource Library



Template
Scenarios



Agency help
desk
(If available)

Tier 1 Support

If the request requires additional support...



SAO/DOAS
Customer
Service Center

Issues that cannot be solved at Tier 0 agency level should be escalated to the **SAO/DOAS Customer Support Center**.

Description of resources and tools (Tier 0)

Below is a brief description of the support tools and resources available to agencies.



Super Users

Super Users are resources that provide subject matter experience and agency level end user adoption.



Job Aids

Step-by-step instructions for key business processes and may also provide links to relevant policies, procedures, and tasks.



End user training

End user training is for employees and managers who will interact with GA@WORK to learn how the system works based on your role(s).



GA@WORK Resource Library

The resource library is a collection of resources including training, communications templates, readiness checklists, and other materials.



Support Portal

The support portal is a centralized resource hub that provides immediate access to system guidance, supporting accuracy and operational continuity across all agencies.



Template scenarios, “If this happens, then try that”

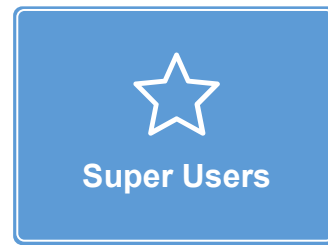
The template scenarios provide self-service steps and resources users can follow to solve common issues they may encounter when first using GA@WORK.



Agency help desk

The agency help desk (*if available*) serves as an agency resource to resolve common issues and direct users to the available resources and tools.

The role of a Super User



Super Users will serve as a resource leading up to go-live and beyond to support agency level end user adoption and continued system engagement with GA@WORK.



Become a Program Influencer

- Positively influence the transition to GA@WORK and quickly support end user questions/concerns regarding the new system
- Provide feedback to Super User Support Team to ensure end user needs are met



Provide Subject Matter Expertise

- Complete Super User orientation and training to become familiar with new business procedures and processes
- Review the Training Curriculum from an end user's perspective. Raise any agency specific nuances that may need to be addressed in **agency level training**. Understand the agency-specific guidance that end users will need at their respective agency.
- Access early bird training for new functionality



Collaborate with Internal Agency-Specific Training Teams

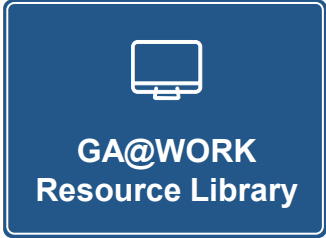
- Participate in expanded GA@WORK training to build system knowledge and skills
- Understand and communicate to their agency any agency-specific guidance that might be needed to supplement training



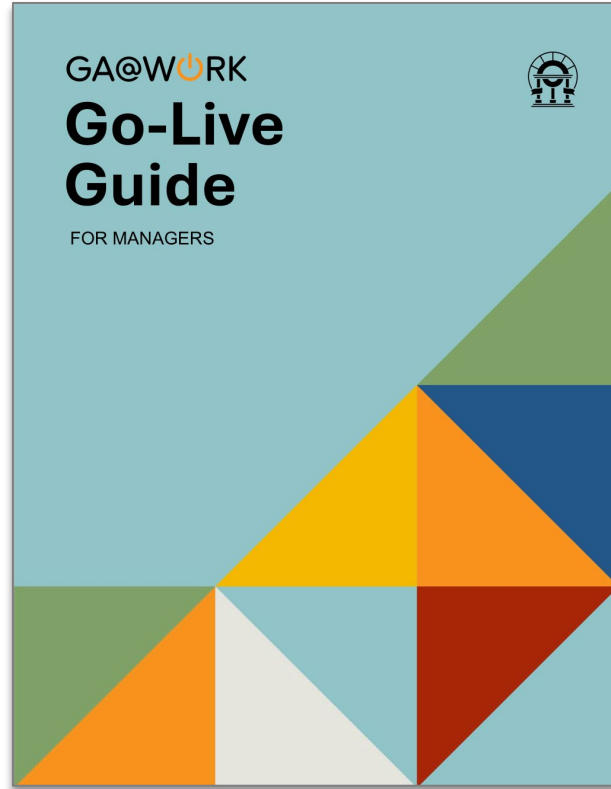
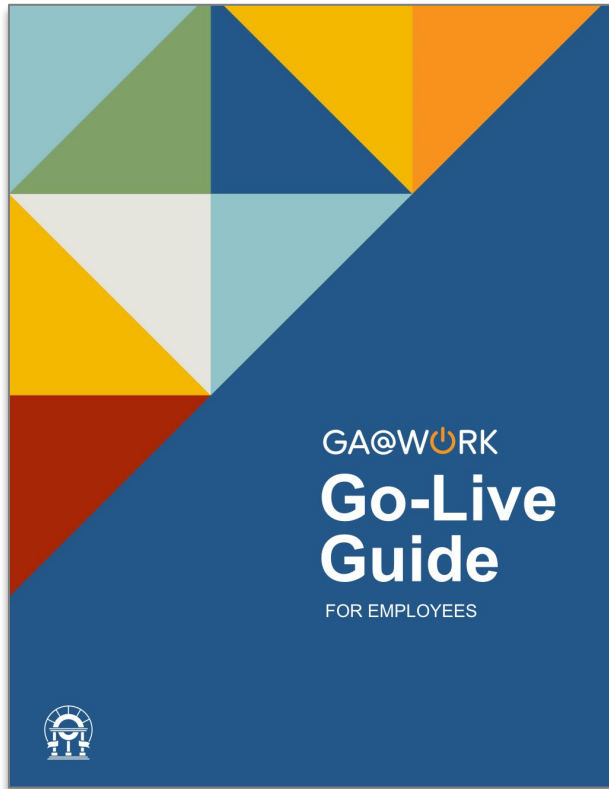
Provide Agency-Level Post Go-Live Support

- Become an extension of the GA@WORK support team post go-live and support additional end user training at your agency for agency employees, as necessary
- Continue to engage with the Super User support team and play a primary role in agency end user support and GA@WORK training sustainment

Go-live Guides



The Employee and Manager go-live guides are published on the [GA@WORK Resource Library](#).



GA@WORK Support Portal

Your Service and 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 Orientation Webinars:** April 28 –30
- **Get Familiar:** May 4 – July 1
- **Use for GA@WORK Support:** July 1 +



The link is provided by invitation only. Email GAatWORK_Support_Portal@sao.ga.gov with questions.

Template scenarios



These scenarios provide a template users can follow to solve common issues that employees may encounter when first using GA@WORK. **Procurement scenarios are highlighted on the following slides.**

The screenshot shows a web interface with a navigation bar at the top containing buttons for 'Access, security, & passwords', 'Payroll', 'Talent', 'Finance', 'Procurement', and 'Time & Absence'. The main content area is titled 'Access, security, & passwords' and includes a sub-header 'Select the link to navigate to the relevant scenario.' Below this are several blue hyperlinks. A yellow callout box with a mouse cursor icon contains the text: 'If you cannot sign on because your agency uses Native log on* and you cannot sign in using the link you were given, try this...'. Below the callout is a white box with a 'Start here!' header and a list of three steps: 1. If your agency has a Super User, ask for them to sign in to GA@WORK and open the **Self-Service Password Reset for Workers Job Aid**. 2. Follow the steps in the job aid to perform a self-service password reset. 3. If the reset does not resolve the issue, contact your agency help desk or Agency Security Partner (ASP). A note at the bottom states: 'Note: Employees and Managers can use these instructions.' The GA@WORK logo and 'Delivered by The NextGen Project' are visible at the bottom left, and the number '32' is at the bottom right.

The image shows the GA@WORK logo, which consists of the text 'GA@WORK' in a bold, sans-serif font, with the '@' symbol in orange and the 'O' in a power button shape. Below the logo is the text 'Delivered by The NextGen Project'. To the left of the logo is a decorative graphic of overlapping circles in orange, red, green, and blue. Below the logo and graphic is the text 'Template for new scenarios' in a large, black, sans-serif font. At the bottom of the page is the text 'Agency Support Team'.

Read and share the information in these scenarios with leaders in your agency, your help desk, and employees.

A [draft template is available on the NCN workspace](#) for agencies to develop additional templates as needed that are specific to their agency.



If you need to find your 'ship to' location, try this...

Start here!

1. Sign in to GA@WORK and select **Menu**
2. From there select **Requisitions**
3. Select **Edit Details**
4. In the Ship To line, **enter your 5-digit agency code (xxxxx-PO)**
5. **Select the location** that you will use most often and select **Save**
6. GA@WORK will retain your Ship To location going forward



Note: Employees can use these instructions.



If you need to create a sourcing event in GA@WORK Marketplace, try this...

Start here!

1. Sign in to GA@WORK and select **Menu**
2. Select **Sourcing, Contract, Supplier Management**
3. This will take you to the GA@WORK Marketplace where you can create a sourcing event
4. If you are unable to access the GA@WORK Marketplace, contact your agency help desk



Note: Employees can use these instructions.



If you need to update or complete a catalog requisition, try this...

Start here!

1. Sign in to GA@WORK and select **Menu**
2. From there select **Requisitions**
3. Select **Connect to Supplier Website** under Ordering Methods
4. This will take you to the GA@WORK Marketplace where you can complete your cart
5. If you are unable to complete your cart, contact your agency help desk



Note: Employees can use these instructions.



If you need to use the pre-authorization request for P-Card use, try this...

Start here!

1. Sign in to GA@WORK and in the search bar enter **Create Request**
2. Select **Request \ P-Card Prior Approval** from the **Request Type** dropdown
3. Select **OK**
4. Populate the fields as requested and submit
5. If unable to complete a pre-authorization request, reach out to your Super User (if available) or contact your agency help desk



Note: Employees can use these instructions.



If you have not set your **Requesting Entity** default in requisitions details, try this...

Start here!

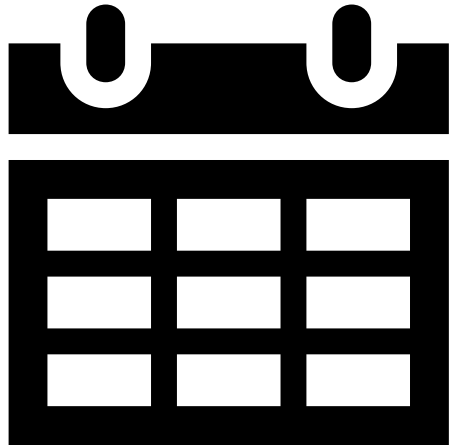
1. Sign in to GA@WORK and select **Menu**
2. From there select **Requisitions**
3. Select **Edit Details**
4. Set your Requesting Entity to the appropriate selection
5. Select **Save**
6. If unable to set your requisition details, contact your Super User if applicable or your agency help desk



Note: Employees can use these instructions.

Procurement Office Hours

Daily support for Agency Procurement Officers and PROC Super Users



Cadence: Daily (Monday – Friday)

Time: 2:00 – 3:00 PM

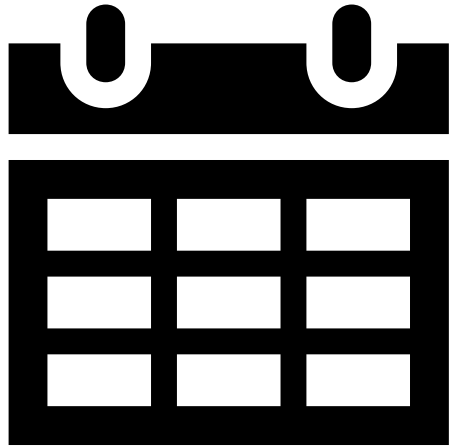
Audience: APOs & PROC Super Users

Duration: July 6 - 31

NOTE: July 2026 schedule; revisit after first month

P-Card Administrator Office Hours

Support for P-Card Administrators



Cadence: Daily (Tues, Wed, and Thurs)

Time: 3:00 – 4:00 PM

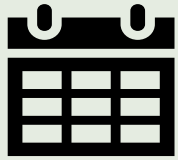
Audience: P-Card Administrators

Duration: July 7 - 30

NOTE: July 2026 schedule; revisit after first month

GA@WORK Procurement Huddles

Series Continues Post Go-Live



**Cadence: 4th Wednesday
of each month**

Time: 1:00 – 2:00 PM



To foster collaboration and ensure a smooth transition into GA@WORK, SPD will continue to host monthly procurement huddles post Go-Live.



Post Go-Live, we'll focus on tips and tricks for successful system adoption, highlight system functionality to streamline your work, training support and more!
















We highly encourage active participation from all APO/CUPOs, as your insights and questions are invaluable to the success of our implementation efforts.

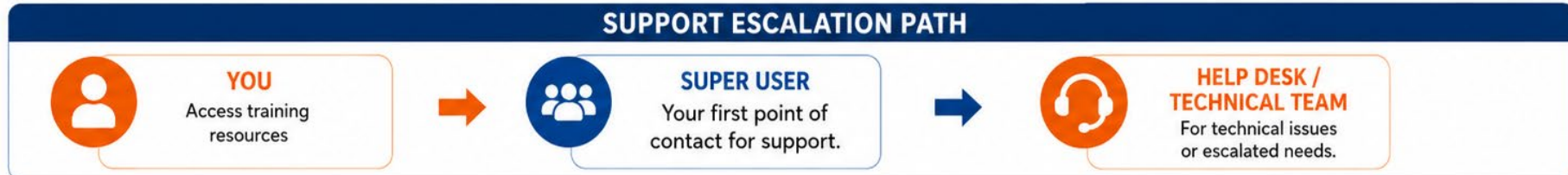


YOUR SUCCESS IS OUR PRIORITY

We are here to support you every step of the way!

LEVEL OF SUPPORT	PURPOSE	CONTACT / RESOURCE	WHEN TO USE
 END USER TRAINING	eLearning courses, videos and instructor-led training.	 GA@WORK Learning	For detailed process instructions and comprehensive guidance.
 JOB AIDS	Step-by-step process documentation and in-depth instructions.	 Support Portal, GA@WORK Articles and DOAS website	For quick reminders or frequently used steps.
 SUPER USERS	Agency-specific functional support and guidance.	 Agency Super Users	For workflow and process questions.
 PROC and P-Card OFFICE HOURS	Meetings for APOs, PROC Super Users and P-Card Administrators.	 State Purchasing Division	System issues and resolution status, tips and best practices.
 HELP DESK / CRM TICKETS	Technical issues, system errors, and access problems.	 Help Desk / Ticketing System	For system errors, access issues, or defects.
 SPD TRAINING TEAM	Additional user support, training clarification, and guidance.	 SPD Training Team	For training-related questions and user assistance.
 SYSTEM ADMINISTRATORS	Escalated system support and issue resolution.	 Functional / Technical Leads	For high-priority or unresolved issues.

SUPPORT ESCALATION PATH



Get help with GA@WORK



Start with Self-Service Options | Before using the below options, contact your agency's internal support team or visit the [GA@WORK Support Portal](#)

Be prepared | When reaching out for assistance, have your employee ID and description of the issue available

I NEED HELP WITH ...

Absence Management

Time Tracking

Payroll

Financials

GA@WORK Training

Payroll Shared Services

Travel & Expense

Suppliers

Security



Contact SAO support teams using one of the below options

Submit a GA@WORK Ticket

770-357-5555

Live Chat



July: M-F 7 a.m. – 7 p.m. | **August:** M-F 8 a.m. – 6 p.m.
September: M-F 8 a.m. – 5 p.m.

HCM Core

Benefits

Compensation

Learning

Recruiting

Talent Management

Procurement

P-Card

GA@WORK Marketplace



Contact DOAS support teams using one of the below options

Submit a GA@WORK Ticket

770-357-5555

Live Chat



M-F 8 a.m. – 5 p.m.



KEY

- Tech
- HCM
- NCN
- Payroll Acct.
- Payroll
- FIN
- PRO
- Super User

As of:
6.22.2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4 Office Hours: ADP 10 a.m. – 11 a.m.	5 Learning Lab: Manage Compensation 10 a.m. – 11 a.m. Learning Lab: Recruiting & Onboarding 1 p.m. – 2 p.m. Learning Lab: HR Transactions 3 p.m. – 4 p.m. Learning Lab: FIN 10 a.m. – 12 p.m.
8 Webinar: Payment of Payroll Liabilities 3 p.m. – 4 p.m.	9	10 Demo: Benefits 3 p.m. – 4:30 p.m. Demo: HCM End-to-End 9:30 a.m. – 11:30 a.m. Office Hours: Super User (FIN, HCM, PRO) 10 a.m. – 11 a.m. and 3 p.m. – 4 p.m.	11 Office Hours: ADP 10 a.m. – 11 a.m. Learning Lab: Payroll 9 a.m. – 11 a.m. Webinar: Payroll Liaisons 1 p.m. – 3 p.m.	12 Learning Lab: Manage Compensation 10 a.m. – 11 a.m. Learning Lab: Recruiting & Onboarding 1 p.m. – 2 p.m. Learning Lab: HR Transactions 3 p.m. – 4 p.m. Office Hours: Expense Management 9 a.m. – 11 a.m.
15 Webinar: GA@WORK Statewide Contract Quarterly Sales Report 11 a.m. – 12 p.m.	16 Learning Lab: Payroll 9 a.m. – 11 a.m. Office Hours: NCN Tier 2 1 p.m. – 2 p.m.	17 Webinar: GA@WORK Statewide Contract Quarterly Sales Report 11 a.m. – 12 p.m. Office Hours: Super User (FIN, HCM, PRO) 10 a.m. – 11 a.m. and 3 p.m. – 4 p.m.	18 Office Hours: ADP 10 a.m. – 11 a.m. Learning Lab: Payroll 9 a.m. – 11 a.m. Office Hours: NCN Tier 3 1 p.m. – 2 p.m. Webinar: GA@WORK for Suppliers Pre Go-Live 10 a.m. – 11:30 a.m. and 2 p.m. – 3:30 p.m.	19 HOLIDAY
22	23 Office Hours: Payroll Costing Allocation 10:30 a.m. – 12:30 p.m.	24 Office Hours: Super User Go-Live Readiness Check-In (FIN, HCM, PRO) 10 a.m. – 11 a.m.	25 Office Hours: ADP 10 a.m. – 11 a.m. Office Hours: GA@WORK Sign-On (Native) 10 a.m. – 11 a.m. and 1 p.m. – 2 p.m. Office Hours: Payroll Costing Allocation 10:30 a.m. – 12:30 p.m.	26 Office Hours: GA@WORK Sign-On (SSO/Hybrid) 10 a.m. – 11 a.m. and 1 p.m. – 2 p.m. Learning Lab: Manage Compensation 10 a.m. – 11 a.m. Learning Lab: Recruiting & Onboarding 1 p.m. – 2 p.m. Learning Lab: HR Transactions 3 p.m. – 4 p.m.
29	30	1	2	3

Functional and admin-based users should visit the [Support Portal](#) to access business area resources

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29	30	1 Office Hours [Daily]: Grants 10 a.m. – 12 p.m. Office Hours [Daily]: Banking 1 p.m. – 3 p.m. Office Hours [Daily]: Payroll (Payroll Partners Only) 10 a.m. – 1 p.m. Office Hours [Daily]: HCM 10 a.m. – 12 p.m. and 1 p.m. – 3 p.m. Office Hours [Daily]: Benefits 10 a.m. – 12 p.m. and 1 p.m. -3 p.m. Office Hours [Daily]: Recruiting 9 a.m. – 11 a.m. and 1 p.m. -3 p.m.	2	3 HOLIDAY
6	7	8	9	10
Office Hours [Daily]: Grants 10 a.m. – 12 p.m.				
Office Hours [Daily]: Banking 1 p.m. – 3 p.m.				
Office Hours [Daily]: Payroll (Payroll Partners Only) 10 a.m. – 1 p.m.				
Office Hours [Daily]: Procurement (APOs and PRO Super Users only) 2 p.m. – 3 p.m.				
Office Hours [Daily]: HCM 10 a.m. – 12 p.m. and 1 p.m. – 3 p.m.				
Office Hours [Daily]: Benefits 10 a.m. – 12 p.m. and 1 p.m. – 3 p.m.				
Office Hours [Daily]: Recruiting 9 a.m. – 11 a.m. and 1 p.m. – 3 p.m.				
		Office Hours [Daily]: P-Card (P-Card Administrators) 3 p.m. – 4 p.m.		Webinar: GA@WORK Statewide Contract Quarterly Sales Report 11 a.m. – 12 p.m.
Office Hours: Review draft Payroll Accounting Journals and Run Payroll Audit Reports 9 a.m. – 11 a.m.		Office Hours: Review Payroll Accounting Results for Errors & Complete Costing Allocations Review 9 a.m. – 11 a.m.		Learning Lab: Manage Compensation 10 a.m. – 11 a.m.
NCN Readiness Check-In 11 a.m. – 12 p.m.		Office Hours: Expense 1 p.m. – 2 p.m.		Learning Lab: Recruiting & Onboarding 1 p.m. – 2 p.m.
		Office Hours: Super User (FIN & HCM) 10 a.m. – 11 a.m.		Learning Lab: HR Transactions 3 p.m. – 4 p.m.
13	14	15	16	17
Office Hours [Daily]: Banking 1 p.m. – 3 p.m.				
Office Hours [Daily]: Procurement (APOs and PRO Super Users only) 2 p.m. – 3 p.m.				
Office Hours [Daily]: Payroll (Payroll Partners Only) 10 a.m. – 1 p.m.				
Office Hours [Daily]: HCM 10 a.m. – 12 p.m. and 1 p.m. – 3 p.m.				
Office Hours [Daily]: Benefits 10 a.m. – 12 p.m. and 1 p.m. – 3 p.m.				
Office Hours [Daily]: Recruiting 9 a.m. – 11 a.m. and 1 p.m. – 3 p.m.				
Office Hours: Review Payroll Accounting Reports 9 a.m. – 11 a.m.		Office Hours: Recording Payroll Tax Payments 9 a.m. – 11 a.m.		Learning Lab: Manage Compensation 10 a.m. – 11 a.m.
Webinar: GA@WORK Statewide Contract Quarterly Sales Report 11 a.m. – 12 p.m.		Office Hours [Daily]: P-Card (P-Card Administrators) 3 p.m. – 4 p.m.		Learning Lab: Recruiting & Onboarding 1 p.m. – 2 p.m.
NCN Readiness Check-In 11 a.m. – 12 p.m.		Office Hours: Expense 1 p.m. – 2 p.m.		Learning Lab: HR Transactions 3 p.m. – 4 p.m.
		Office Hours: Super User (FIN & HCM) 10 a.m. – 11 a.m.		NCN Readiness Check-In 11 a.m. – 12 p.m.
		Webinar: GA@WORK Statewide Contract Quarterly Sales Report 11 a.m. – 12 p.m.		

 Functional and admin-based users should visit the [Support Portal](#) to access business area resources

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
20	21	22	23	24
Office Hours [Daily]: Procurement (APOs and PRO Super Users only) 2 p.m. – 3 p.m.				
Office Hours [Daily]: P-Card (P-Card Administrators) 3 p.m. – 4 p.m.				
	NCN Readiness Check-In 11 a.m. – 12 p.m.	Office Hours: Expense 1 p.m. – 2 p.m.		Learning Lab: Manage Compensation 10 a.m. – 11 a.m.
		Office Hours: Super User (FIN & HCM) 10 a.m. – 11 a.m.		Learning Lab: Recruiting & Onboarding 1 p.m. – 2 p.m.
				Learning Lab: HR Transactions 3 p.m. – 4 p.m.
				NCN Readiness Check-In 11 a.m. – 12 p.m.
27	28	29	30	31
Office Hours [Daily]: Procurement (APOs and PRO Super Users only) 2 p.m. – 3 p.m.				
Office Hours [Daily] : Core FIN 10 a.m. – 12 p.m.				
Office Hours [Daily]: P-Card (P-Card Administrators) 3 p.m. – 4 p.m.				
		Office Hours: Super User (FIN & HCM) 10 a.m. – 11 a.m.		Learning Lab: Manage Compensation 10 a.m. – 11 a.m.
				Learning Lab: Recruiting & Onboarding 1 p.m. – 2 p.m.
				Learning Lab: HR Transactions 3 p.m. – 4 p.m.
				NCN Readiness Check-In 11 a.m. – 12 p.m.

Format	Description	Audience	How to access
Learning Lab	<p>A Learning Lab is an optional training session designed to provide learners an opportunity to ask questions and observe system demonstrations.</p> <p><i>HCM Learning Labs will be hosted by the HCM Training Team</i></p>	Employees that attend an Instructor-Led Training (ILT) course.	Learners will receive an invitation to attend learning labs via Microsoft Teams.
Office Hours	<p>Provide an opportunity to ask questions and learn more about new processes.</p> <p><i>HCM Office Hours will be hosted by the HCM Business Analysts (BAs)</i></p>	<p>Employees in applicable business areas (<i>i.e., Payroll, HCM, FIN</i>).</p> <p><i>PROC Sessions available for APOs, PROC Super Users and P-Card Administrators</i></p>	<p>Employees will receive an invitation* to attend office hours via Microsoft Teams.</p> <p><i>*After go-live on July 1, Payroll Accounting Office Hours will require sign-ups.</i></p>
Webinar	Online seminar sessions to help attendees understand the impact the transition to GA@WORK will have on specific agency processes.	Employees in applicable business areas (<i>i.e., Payroll, HCM, FIN</i>).	Employees will receive a calendar invitation with the link to the webinar.
Demos	Provide an overview of specific functionality in GA@WORK by walking through key business processes.	Employees in applicable business areas (<i>i.e., Payroll, HCM, FIN</i>).	Employees will receive an email with a link to register. After registering, a calendar invitation will be sent for the webinar via email.
NCN Readiness Check-Ins (Post Go-Live)	Provide an opportunity for NCN members to provide insight and be directed where to find assistance.	POCs, Change Agents, and Change Champions	NCN members will receive a calendar invitation to attend check-ins via Microsoft Teams.



Functional and admin-based users should visit the [Support Portal](#) to access business area resources



Post Go-LIVE Training Resources and ILT Schedule

Jessica Hii and Sheree Reddick

Training After Go-Live



What to Expect

- eLearning courses will be available after go-live
- Instructor-led training will resume later in the first quarter



Until then, learners will continue to have access to:

- ✓ Job Aids
- ✓ Recorded Trainings
- ✓ Super Users Program (for those participating)

Accessing the GA@WORK Support Portal



The GA@WORK Support Portal is available for users who have a GA@WORK Agency Partner and individuals who have a role that requires advanced administrative access in the GA@WORK system.



Add the portal link to your browser favorites for quick and convenient access!



Key Benefits

24/7 Accessibility

Get help anytime, anywhere, from any device with internet access.

Faster Access

Find solutions quickly through a robust knowledge base.

Answers at your Fingertips

Self-service options reduce the need for and delays related to direct IT contact for common issues.



Consistent Information

Access official, up-to-date guidance and best practices.

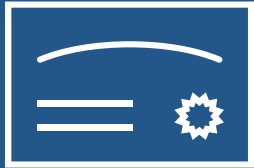
Single Source of Truth

One location that supports all business areas in GA@WORK.

Improved Efficiency

Spend less time searching for help, more time on your work.

SPD Certifications – In Progress



Started GCPA, GCPM, or GCPCA but not finished?

After Go-Live



Updated certification programs will be **available after Go-Live**.



Your Progress is Protected

Students will receive credit for all training already completed.



Complete & Certify

Complete any **remaining requirements** to earn your certification.

Access GA@WORK Learning and self-enroll in the updated certification programs.

SPD Certification Extension – Key Highlights

To support transition to GA@WORK Learning: SPD will grant a **12-month extension** for eligible certifications

Who is impacted?

Certifications **expiring between Jan 1 – Dec 31, 2026**
Only for certifications **not already renewed**

When will this happen?

Extension will be applied during migration on **July 1, 2026**

Eligible Certifications:

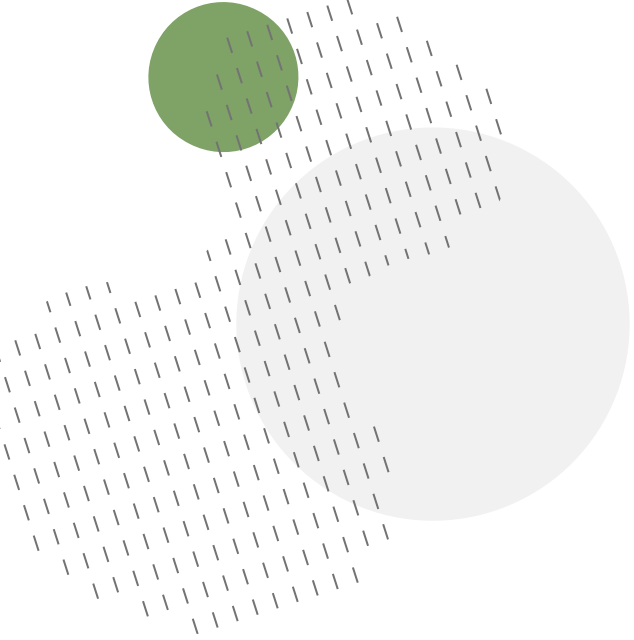
- ✓ Georgia Certified Purchasing Associate (GCPA)
- ✓ Georgia Certified Purchasing Manager (GCPM)
- ✓ Georgia Certified Purchasing Card Administrator (GCPCA)
- ✓ Request for Proposals (RFP) Certification

New Certification completion timelines will be extended as well.

How it works:

Expiration dates will be extended by **+12 months**

Example: July 1, 2026, → July 1, 2027



System Access

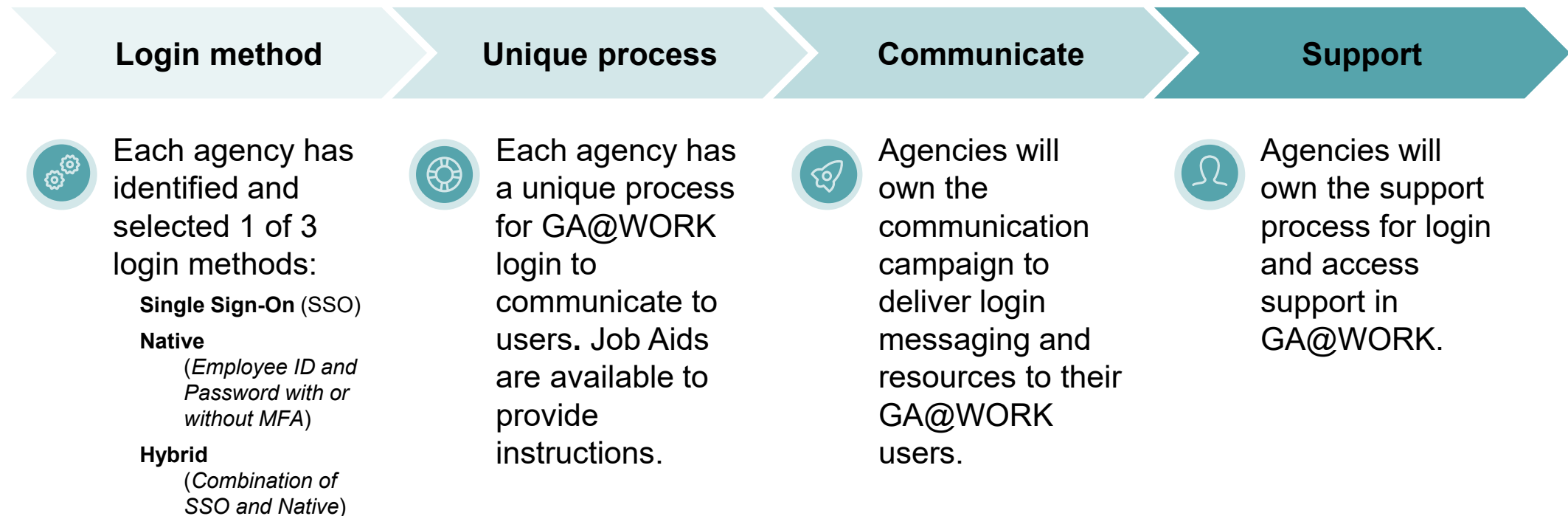
Naveen Varakantam



Login to GA@WORK

GA@WORK login is an agency-owned process.
Making sure all GA@WORK users know how to login to GA@WORK is the **responsibility of each agency.**

Logging into GA@WORK:



Non-GETS* Agencies using Single Sign On (SSO)

Allows users to access GA@WORK using their Agency credentials without needing a separate username and password

Public Broadcasting	Department of Labor
Office of the State Treasurer	Technical College System of Georgia (TCSG/ Including 22 Colleges)
General Assembly	Employees Retirement System of Georgia
Department of Law	Office of the Inspector General
Public Safety Training Center	Professional Standards Commission
Criminal Justice Coordinating Council	Public Service Commission
Department of Audits and Accounts	State Board of Pardons and Paroles
Department of Banking and Finance	State Road and Tollway Authority
Department of Community Affairs	Student Finance Commission
Department of Community Supervision	View Point Health
Department of Early Care and Learning	

What if my agency is not listed on this sheet?

If your Agency is not listed, then your Agency will use Native Login with a form of multi-factor authentication (MFA). **Native Login with MFA** allows users to access GA@WORK using their username and password to directly login to GA@WORK. Native login allows users to manage their own password resets, if and when needed.

Questions?

Contact: Nextgen_secmap@sao.ga.gov

GETS* Agencies using Single Sign On (SSO)

Allows users to access GA@WORK using their Agency credentials without needing a separate username and password

Department of Administrative Services	State Accounting Office
Department of Community Health	Office of State Administrative Hearings
Georgia Aviation Authority	Department of Juvenile Justice
Department of Public Health	Department of Revenue
Division of Family and Children Services	
Georgia Bureau of Investigation	
Georgia Technology Authority	

GETS* Agencies using Hybrid

Allows Agencies to use both methods (i.e., SSO and Native Login) as needed

Department of Corrections	Office of The Governor
Department of Driver Services	
Department of Human Services	
Department of Natural Resources	
Department of Behavioral Health and Developmental Disabilities	

Non-GETS* Agencies using Hybrid

Allows Agencies to use both methods (i.e., SSO and Native Login) as needed

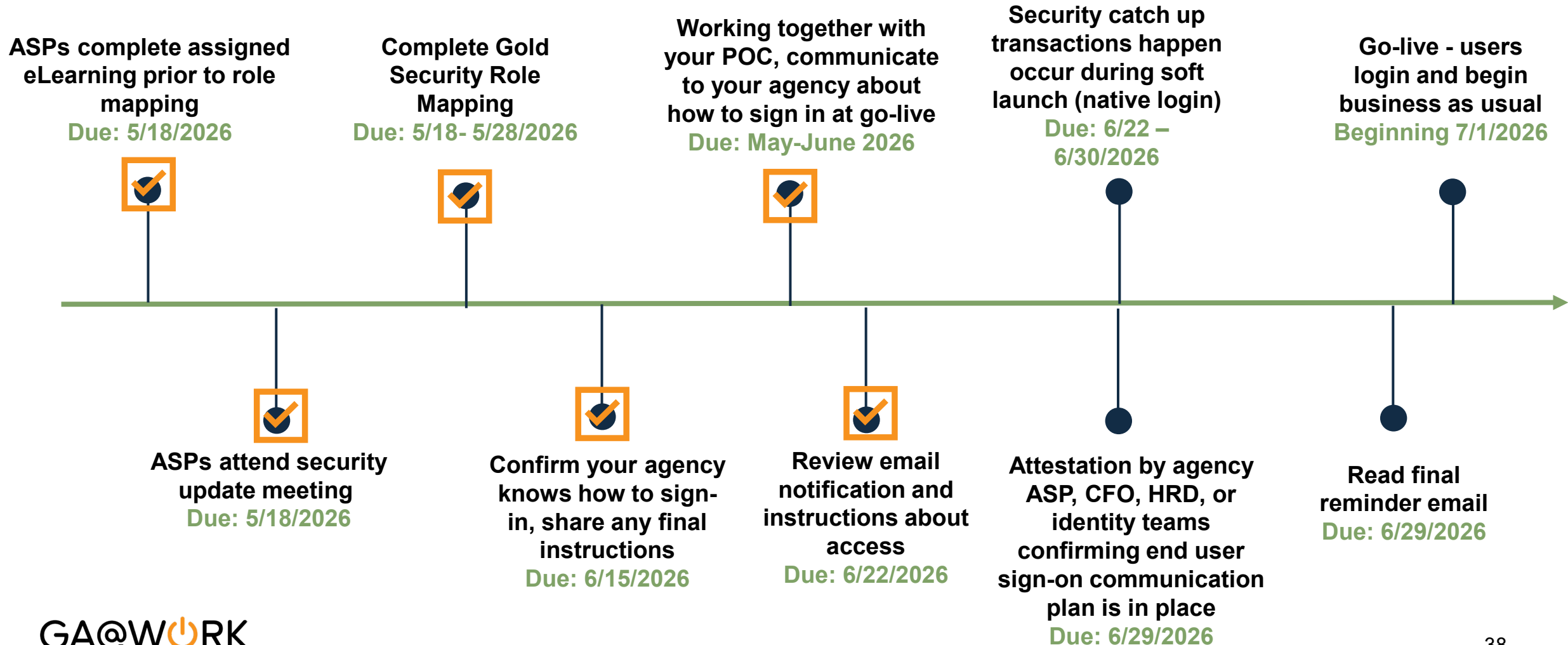
Judicial Council of Georgia/Administrative Office of the Courts/ Council of Superior Court Judges	Department of Education Office of Planning and Budget
Vocational Rehabilitation of Georgia	



Available on the GA@WORK Resource Library

ASP preparation for go-live

Collaboration between POCs and ASP/Identity Administrators is an important part of preparing for GA@WORK go-live on July 1, 2026.





TeamWorks HCM Read-Only Access

TeamWorks HCM system will be available as **read-only** beginning **June 26**.

- 1 When **HCM Users** log into TeamWorks, they will see this notification
- 2 **Click the link** (represented here by HCM Read-Only) to be redirected to log into the new TeamWorks environment
- 3 Log in to the new, **read-only** environment

- ✓ **Users can**
 - View historical pages
 - Run queries
 - Change password

- ✗ **Users cannot**
 - Make personal information updates
 - Submit new transactions
 - Access self-service
 - Request security changes



- **Finance and Procurement** users will not see this – their access will continue.
- **GDOT HCM** users should ignore this information and log in as usual.

KEY DATES

Wednesday, June 24
(End of Day)

Last day for changes

Make updates in the current TeamWorks HCM application

Thursday, June 25
(All Day)

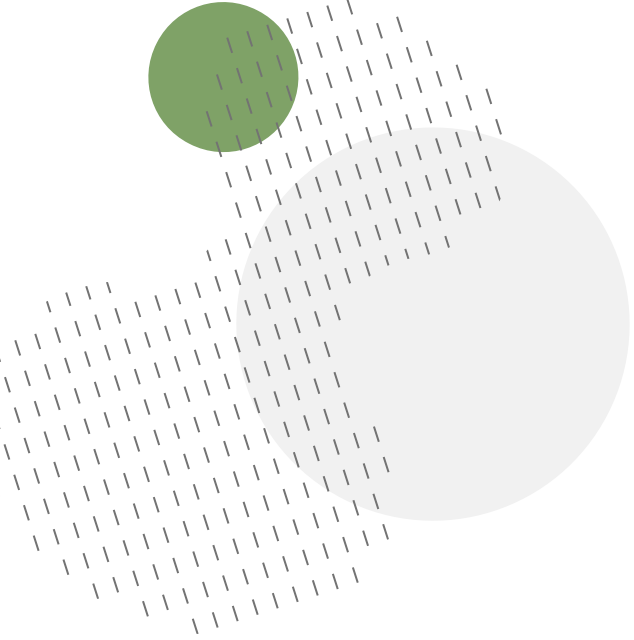
No access

The system will be completely offline for mandatory maintenance and system copying.

Friday, June 26
(Starting at 8:00 AM)

Read-only access begins

New login link (URL) will be posted on the current TeamWorks login page.



Requisition and POs

Vinod Kalpathi and Mark Meeks

Requisitions and POs: Data Conversion and Unit Testing Update

- Requesting Entities (TeamWorks Origin Codes) have been converted to Gold.
- Requisitions will not be converted into GA@WORK Requisitions and will only be available in Prism.



FY26/27 Requisition & POs: Important Dates



- FY 2026 POs from TeamWorks will begin converting on July 11th and will be available by July 24th.
- FY 2026 POs (TeamWorks only): Agencies have until July 10th (hard deadline) to make sure all open purchase orders are valid, budget checked, and dispatched.
- FY 2026 Requisitions (TeamWorks only): Agencies have until July 10th (hard deadline) to source them to purchase orders and ensure they are budget checked and dispatched.
- FY 2027 Requisitions and POs will be available on July 1st in GA@WORK.

- Requisition and Purchase Order configuration and Unit Testing Complete in Georgia 4 (copy of Gold tenant).



Purchase Order Conversion Logic



- PO conversion logic for **services lines**: Open PO lines that are amount only/are distributed by amount, or have a 9 series NIGP code, will convert as a **service line**.
- PO conversion logic for **goods lines**: Open PO lines that are not amount only/are not distributed by amount, and do not have a 9 series NIGP code, will convert as a **goods line**.

Requisitions and POs: Data Clean Up

- Follow data clean up communication on TeamWorks queries. Ensure to run the appropriate queries and take necessary action on data clean up activities.



Data Clean Up & Conversion: Important Dates



- Mandatory to finish data clean up activities (running queries and taking any necessary actions) by **July 10th**. POs will begin converting on July 11th and TeamWorks will no longer be available for requisitions and POs starting on this date.
- Receipt conversion will follow PO conversion beginning July 11th and will be available by July 22nd. Please review old and unpaid receipts for open POs (using the 0PO046_RECV_PO_NOVCHR query in TeamWorks as mentioned in previous data clean up communication) and take any necessary actions.

- **Critically Important:** Ensure that all open POs are valid, budget checked and dispatched by July 10th.



Remaining encumbrances will be used to convert POs.

Be sure to work with your AP team and ensure that all AP vouchers (especially PO vouchers) are valid, budget checked and posted by this date.

- Contact DOAS Req / PO support for any questions related to data clean up.



Requisitions and POs: Welcome to GA@WORK!

- Users can begin keying in requisitions and purchase orders for FY 2027 starting July 1, 2026.



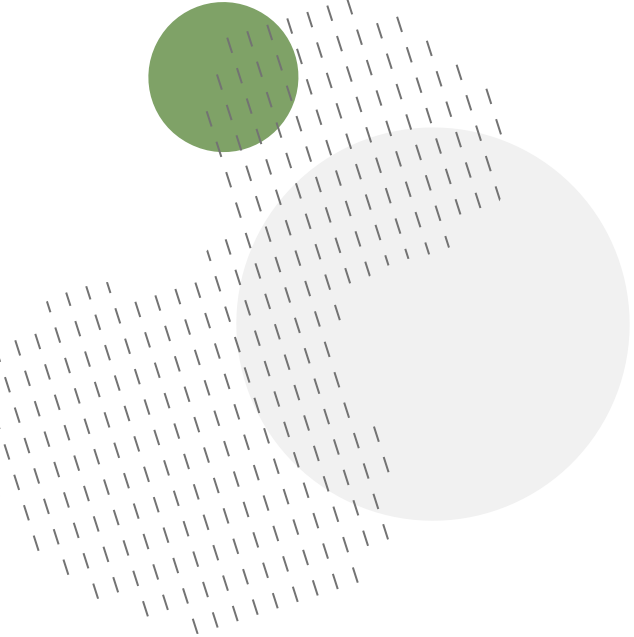
Super Users: Helpful Instructions to set up Requisition Defaults

- Use the "agency code-PO" filter to search for ship-to locations (e.g., "47400-PO" for the Department of Revenue).
- Search by agency code (e.g., "40500" for the Department of Health) to search for requesting entities.
- Ensure fund code, fund source, cost center and budget reference (2027BY) is populated at the minimum. Some agencies might also use additional worktags (e.g., purpose code, etc.)
- Cost centers can now be searched by using agency code (e.g., 42700 for the Department of Human Services)



Other Helpful Tips & Resources

- Refer end users to the "Requisitions" app often to track their requisitions and requisition progress.
- The main search bar within GA@WORK also returns job aids/documentation pertaining to a user's search. End users can utilize these job aids and other documentation as well.
- Use the GA@WORK Support Portal for additional documentation and customer service information.



P-Card

Becky Alexander

June — Preparation

June

- Run query 0PO204A_PCARD_POS_BY_BU — close any open P-Card POs that can be closed pre-cutover. Keep list of open POs.
- Confirm reconciliation cutoff date with Finance
- Prepare to begin using the P-Card Prior Approval Request in GA@WORK as the standard method — transition away from the alternate method used during implementation

Final TeamWorks Reconciliation by Billing Cycle

Billing End Date	Last Statement in TeamWorks	Reconcile By	AP Pays By
Ends the 4th	July 4	July 7	July 10
Ends the 15th	June 15	July 1	July 10
Ends the 27th	June 27	July 3	July 10

Last day to pay in TeamWorks: July 10 | All July statements reconcile in GA@WORK

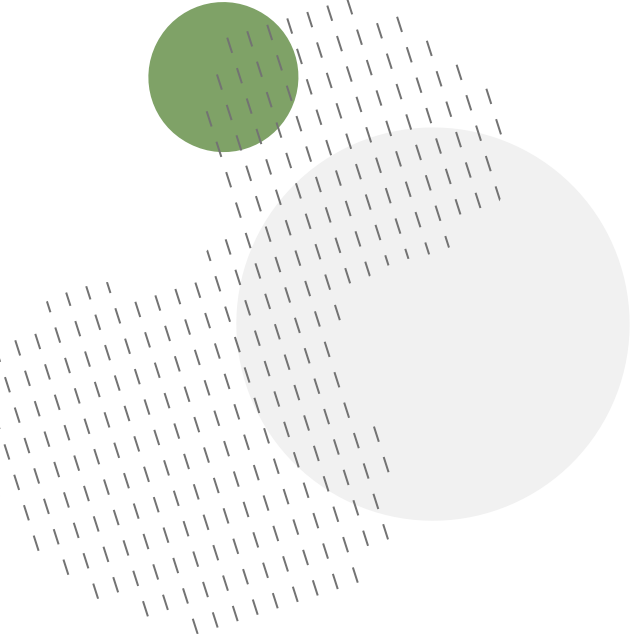
July 1 — Go-Live

July

- Pull BofA Works cardholder list; run CRPROC - PCARD - Find Credit Cards - Agency in GA@WORK; notify program office of missing cardholders
- **Administrators:** add the P-Card Admin Dashboard to your apps in GA@WORK
- **Cardholders:** add the P-Card Cardholder Dashboard to their apps in GA@WORK
- **Set up delegations:** set approving-official delegations (must be in P-Card Plan)
- First full reconciliation in GA@WORK

Post Go-Live Support

- Cardholders should contact their Administrator with questions after go-live
- Administrators can reach out to their entity super-users or the support portal and to our team for p-card policy support
- Office Hours: Administrators join our Teams call Tue–Thu, 3-4pm, July 7-30



Strategic Sourcing

Alex Stewart and Madhavi Bhagam

GA@WORK Strategic Sourcing

The Sourcing module of the GA@WORK Marketplace is used to create, publish, manage, and award solicitations, which are also called **sourcing events**.

What types of events are managed through the Sourcing module?

The most common types of sourcing events include:

- Requests for Information (RFIs)
- Requests for Quotes (RFQs)
- Requests for Proposals (RFPs)
- Requests for Qualified Contractors (RFQCs)



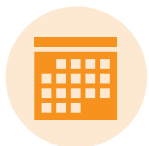
Pro Tip: Sole source notices and cooperative purchasing notices are not managed through the Sourcing module. The buyer must create and manage these public notices directly through the Georgia Procurement Registry.

Georgia Procurement Registry (GPR)

Georgia Procurement Registry – Important Notes



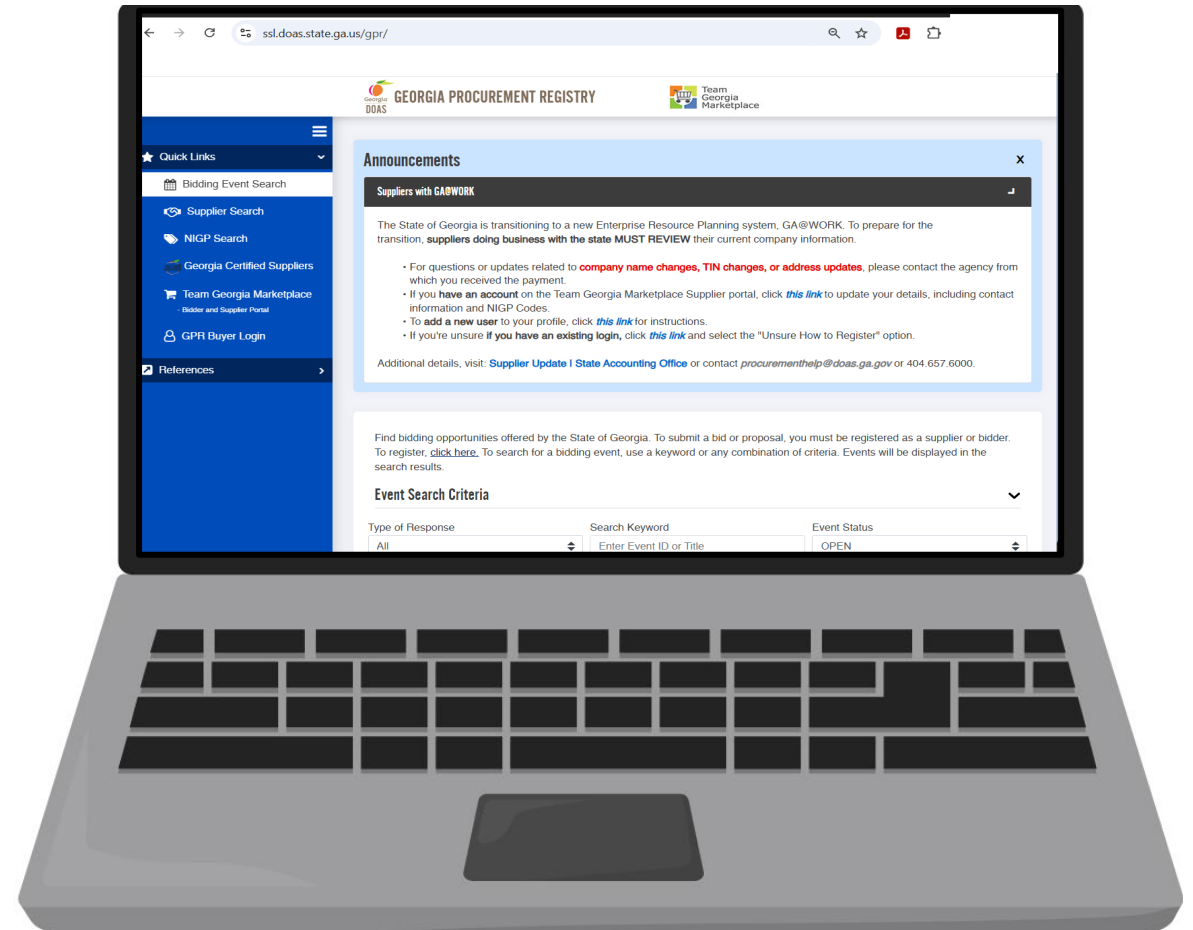
The Georgia Procurement Registry (GPR) is not going away.



Events published through Sourcing are visible on GPR.



Use GPR to conduct sole source and cooperative purchasing notices.



Closing/Finalizing TGM Sourcing Events



For all active **PeopleSoft/TGM Sourcing Events** that either need to be closed, canceled, finalized, or awarded, **DOAS** will provide a step-by-step guidance document in the follow-up email to this Procurement Huddle.



Any new **Sourcing Events** created in **PeopleSoft/TGM** moving forward will need to be communicated with the appropriate agency, and the event will then need to be cancelled.

Starting **July 1**, all Sourcing Events should be posted in **GA@WORK Marketplace**.

Active Sourcing Event Statuses

- Pending Award
- Pending RFI Review
- Open
- Not Awarded

Downloading Relevant PeopleSoft/TGM Sourcing Event Documents



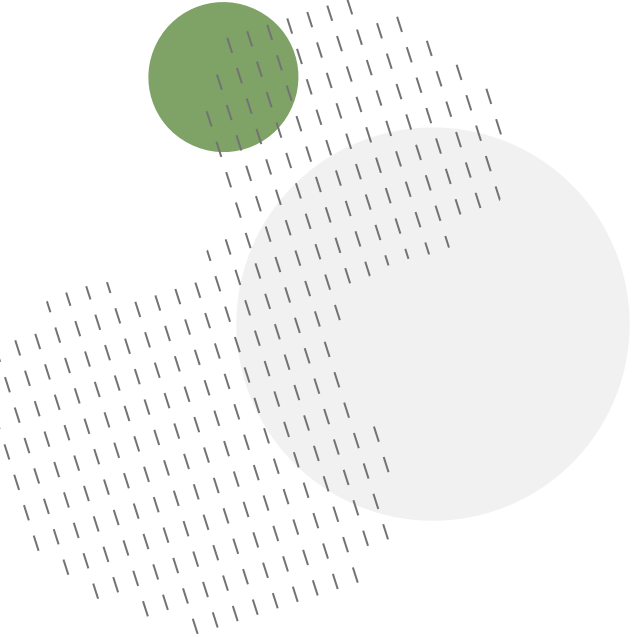
Agencies will lose edit access to **PeopleSoft/TGM** on **Monday, August 31, 2026**.



If an agency has not downloaded all necessary documents and details for any **PeopleSoft/TGM Sourcing Events**, please do so before access is removed.



The process to obtain PeopleSoft/TGM Sourcing Event data/documents after access is removed will be communicated in the follow-up email for this Procurement Huddle.



Supplier Contracts

Kyle Morton and Osborne Johnson

Supplier Contracts

Supplier Contracts in the **GA@WORK Marketplace** will streamline the contracting process and enhance your agency's contract best practices. With increased visibility, reduced manual touchpoints, and improved contract record-keeping, the **Supplier Contracts** module will mitigate the pain points experienced in **PeopleSoft**.

Process Overview



Key Changes

1 Contract Type
Ability to drill down for specific contract types (Open Market, Intergovernmental/MOU, Emergency).

2 Contract Number
Ability to update and edit the Contract Number to be in sync with solicitation event and contract type.

3 Contract Workflow
Users can now utilize the contract request form process. Additionally, contract workflows are defined by entities and agencies.

4 Contract Template
Georgia contract templates and content libraries are in the system for streamlined contract development.

5 Contract Approval and Signature Collection
Contract routing for approvals and e-Signature processes are within the application.

Contracts Data Conversion

From TeamWorks to GA@WORK and GA@WORK Marketplace



Contracts that are Approved or Open with an **expiration date greater than 6/5/26** have been converted.



Approved **Contracts that have an open PO** against them have been converted.



Contract lines will not be converted, but line descriptions will be included in the Summary Overview field.



Contract attachments in TeamWorks have been converted to GA@WORK Marketplace **except .xml files.**



Closed and expired contracts will be converted to the **Prism environment for historical purposes.**

Supplier Contracts: Welcome to GA@WORK and GA@WORK Marketplace!



Beginning **July 1**, users can start entering new and updating converted contracts (updates, renewals and amendments).

Helpful Instructions for Users to View All Supplier Contracts



In GA@WORK, run the **Report CRPROC – Find Supplier Contracts** for your company.



Add the Sourcing Contracts and Supplier Management App to your Saved Apps in GA@WORK to access GA@WORK Marketplace.



Notify support if you see any issues with converted contracts.



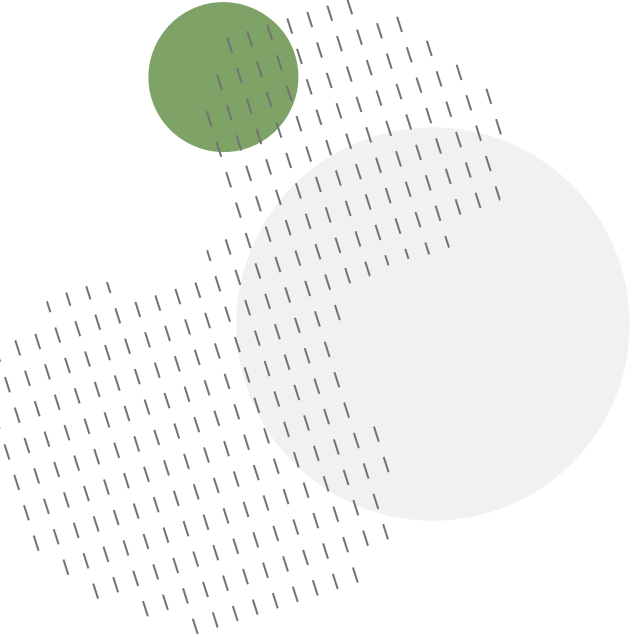
Search for your agency contracts in GA@WORK Marketplace.



Add Procurement as one of your Category Preferences for Global Search in GA@WORK.



Review catch-up contract changes/adds (contracts added/updated since June 5, 2026, in TeamWorks).



Catalogs

Matt Taylor

GA@WORK Catalogs



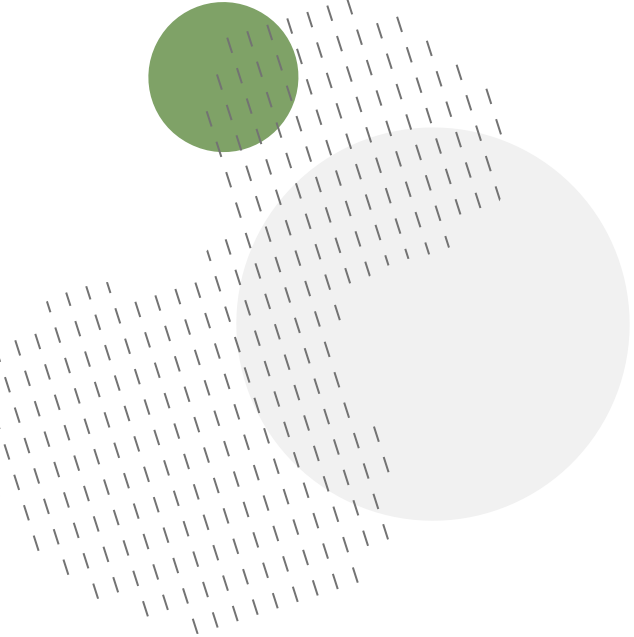
Team Georgia Marketplace will transition to GA@WORK Marketplace **July 1, 2026.**



GA@WORK Marketplace will still be powered by JAGGAER.



Customers will shop the same way.



GA@WORK for Suppliers

Leena Patel

Post Go-Live Support for Suppliers

GA@WORK Marketplace Support



919-659-2137

- Login Issue
- Password Reset
- One Time Code Issue

State Purchasing Division



404-657-6500



Procurementhelp@doas.ga.gov



Doas.ga.gov

- Initial registration at GA@WORK Marketplace
- Update Commodity Codes
- Demographic information
- Sourcing/bidding related support
- Contracts
- Georgia Business Certifications

GA@WORK Supplier Management



770-357-5555

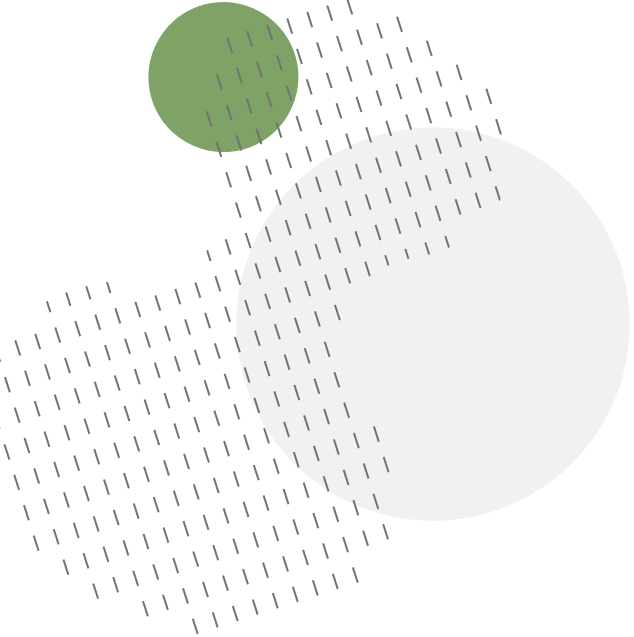


Supplier@sao.ga.gov



Sao.georgia.gov

- Login issues
- Password Reset
- Updates in GA@WORK Supplier Management
- Address Change
- TIN Change
- Banking Updates
- Purchase Order
- Payments



New GA@WORK Procurement Website

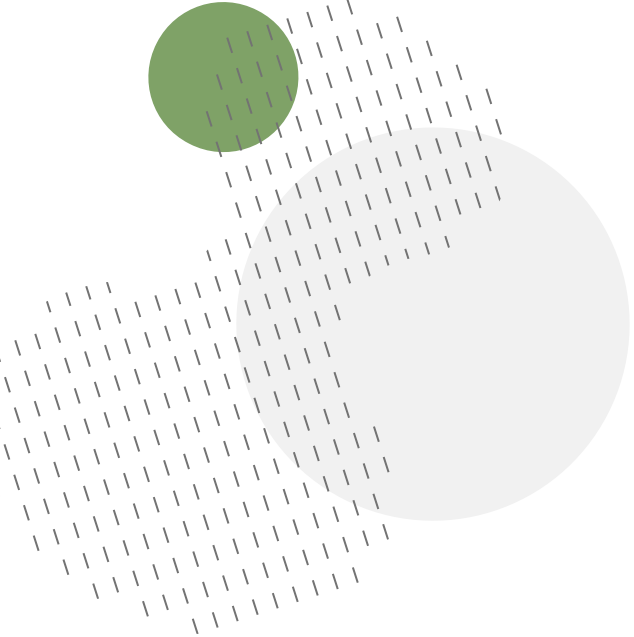
Cassie Alston

New Website Coming Soon!



Information Hub for APO/CUPOs, Local Government, and Suppliers

- ✓ Training and Job aids
- ✓ FAQs
- ✓ Procurement Huddle PowerPoints
- ✓ Procurement Huddle Meeting recordings
- ✓ Procurement Demos
- ✓ Request support



Agency Readiness

Diana Tiernan

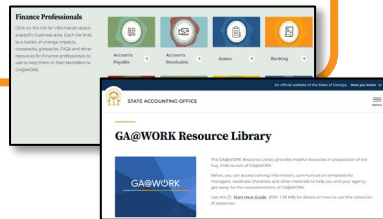


GA@WORK Resource Library to Support Portal transition

THIS WEEK, role-based and technical resources will be available exclusively in the GA@WORK Support Portal

What's moving

- Role-based system demos
- Business area content (*FIN, HCM, PRO, etc.*)
- Change impact materials (*Crosswalks, Glossaries, etc.*)
- Role-specific FAQs



What stays the same

- Content for **general employee and manager readiness materials will remain on the GA@WORK Resource Library**
- Support Portal is for **role-specific support material for employees who have access**



Timeline

- **May 4:** Support Portal launched to role-based users and Super Users
- **Week of June 15:** Content transitions from the GA@WORK Resource Library to the Support Portal
- **July 1:** GA@WORK goes live

After the week of June 15, the HR/Payroll Professionals, Finance Professionals, and Procurement Professionals sections will be removed from the Resource Library

! Need Support Portal access?

If you are a functional/administrative GA@WORK user and have not received an access invitation and require access for your role, contact gaatwork_support_portal@sao.ga.gov

GA@WORK Resource Library vs. Support Portal

GA@WORK Resource Library

Who is it for

All employees and managers can access the GA@WORK Resource Library. Business area specific content is being moved to the Support Portal.

How to access

Navigate to: <https://sao.georgia.gov/gawork-resource-library>.

When to access

Available now

Best used for



Use to learn about GA@WORK and get ready for change.

This site does not contain business-area specific information.

Use the Resource Library to learn and prepare.

Support Portal

GA@WORK system users with functional or administrative roles will receive access.

The link is provided by invitation only. Email gaatwork@sao.ga.gov with questions.

Begin to access in May 2026; this is the source of support for after Go-Live



Use the Support Portal for role-based support.

Use this portal for GA@WORK role-specific support or answers to system questions.

It includes job aids, troubleshooting workflows, and official system forms.



Both resources support GA@WORK readiness, but they serve different needs. **The GA@WORK Resource Library is for general awareness, and the Support Portal is for role-based support.**



Employee readiness checklist

There are activities all employees need to complete prior to go-live, and they have been compiled on the “Employee Readiness Checklist.”

This checklist will be posted on the GA@WORK Resource Library, as well as a Job Aid and an email communication template.



Please distribute this checklist to your agency and remind everyone to complete these activities!

GA@WORK Employee Readiness Checklist		
Preparing everyone for the GA@WORK go-live in July 2026		May – June 2026 Carefully review due dates
Request	What to review for and instructions	Due date
Complete your Employee Foundational Learning Program	Learn how to use GA@WORK by completing training. <input type="checkbox"/> Access training in Team Georgia Learning; visit the GA@WORK Resource Library for training information.	5/28/2026
Learn from your agency how you will sign-in to GA@WORK	Your agency is responsible for communicating how to sign-in and access GA@WORK beginning July 1. <input type="checkbox"/> If you have not received instructions, reach out to your agency help desk or IT team.	June 2026
Information updates in TeamWorks – Cleaned up data in TeamWorks means accurate data in GA@WORK		
Open TeamWorks and review your personal information. Only as needed, update any fields and save your changes.	<input type="checkbox"/> Verify your personal information in TeamWorks, and confirm your personal details are correct. <input type="checkbox"/> Carefully review and confirm your contact information is accurate. <input type="checkbox"/> Review your direct deposit information, and confirm routing and account numbers, account type (checking/savings), and primary account. Remove any closed or unused accounts. <input type="checkbox"/> Check tax withholding and deductions. <input type="checkbox"/> Check job/work information that is visible to you.	5/29/2026
Open TeamWorks and review your business, main, and mobile information. Only as needed, update any fields and save your changes.	Your business, mobile, and main contact fields will be publicly viewable in GA@WORK. <input type="checkbox"/> While reviewing contact information in TeamWorks, ensure any contact details listed as a main, mobile, or a business type contact (business phone and business email fields) are updated with your appropriate work email / work phone information and not your personal contact details. Only leave these fields blank if you do not have a work phone and/or work email.	5/29/2026
Benefits preparation in the vendor system – Review in GABreeze/SHP Enrollment Portal/ERSGA Systems		
Review your benefits information	<input type="checkbox"/> Confirm benefits, dependents, and beneficiaries. <input type="checkbox"/> Save and print a copy of your benefit elections, dependent information, beneficiary designations.	5/29/2026
Expense Submission – This is for those employees who submit or approve expense reports		
Submit any cash advances or expense reports in Concur	Employees should submit all expense reports and cash advances by June 24, 2026. All should be approved by 6/26/2026.	6/24-26/2026
Screenshots and downloads from TeamWorks – Saved screenshots provide a way for you to self-validate your information in GA@WORK		
Take screenshots of paystips	Historic paystips will not be converted into GA@WORK. This is important for any employees who might be buying a car or home and need proof of income. <input type="checkbox"/> Take screenshots of paystips at least from Jan. 1 – June 30, 2026.	6/30/2026
Download W-2s older than five years	Only five years of W-2s will be converted to GA@WORK. <input type="checkbox"/> Employees should download any W-2s beyond that date if needed.	6/30/2026
Take screenshots of leave balances and requests	<input type="checkbox"/> Take a screenshot of your current leave balance in TeamWorks as of June 24. <input type="checkbox"/> Take a screenshot of any future leave requests past June 30 in TeamWorks.	6/30/2026
Time and Absence Preparation – Complete these activities to manage your time and leave requests		
Enter and submit requests	<input type="checkbox"/> By June 24, enter and submit all time and leave requests through June 30, 2026.	6/24/2026

A Job Aid is available to help complete these activities on the GA@WORK Resource Library, <https://sao.georgia.gov/gawork-resource-library>.

Job Aid – Employee Readiness Activities for GA@WORK Go-Live

Table of Contents

Start here 1

Personal information updates in TeamWorks 1

Business information review and updates in TeamWorks 2

Benefits Preparation 2

Expense Submission 3

Screenshots and downloads from TeamWorks 3

Time and Leave Preparation 3

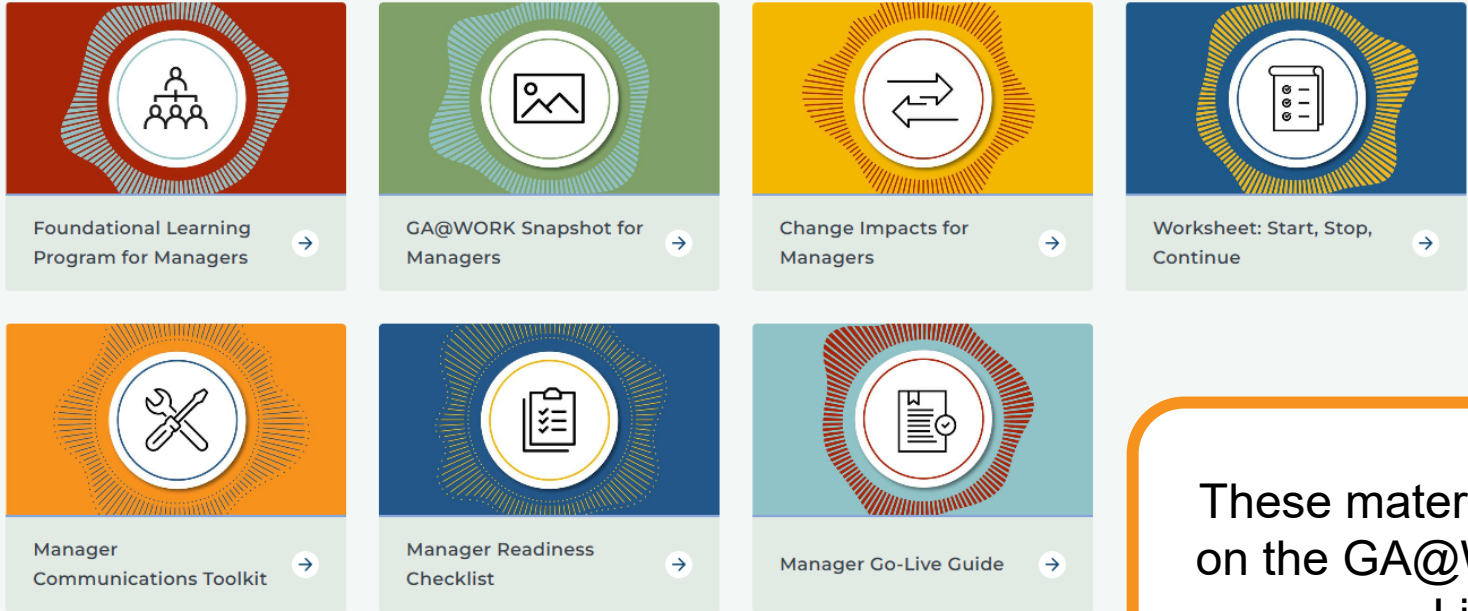
GA@WORK 4

Job Aid

Remember – Prepare your managers

Managers are often the front lines, fielding questions about a new system or way of working. We have created numerous resources to equip managers with to help them guide their teams in GA@WORK.

Managers
Resources for all supervisors/managers to review and use, to help prepare themselves and their teams to adopt GA@WORK. Note, managers should also complete and be familiar with the Employees resources.



Foundational Learning Program for Managers →

GA@WORK Snapshot for Managers →

Change Impacts for Managers →

Worksheet: Start, Stop, Continue →

Manager Communications Toolkit →

Manager Readiness Checklist →

Manager Go-Live Guide →

These materials are available on the GA@WORK Resource Library!

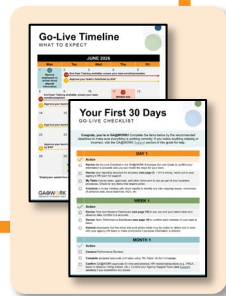
GA@WORK Go-Live Guides

The **GA@WORK Employee and Manager Go-Live Guides** were published on the **GA@WORK Resource Library** on **May 4** to help employees and managers prepare for go-live and navigate the transition to GA@WORK.



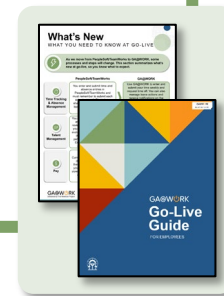
What to expect

- Overview of important milestones and dates
- Guidance for before and after go-live
- First 30-days checklists
- Support resources and where to go for help



Who should use the GA@WORK Employee Go-Live Guide?

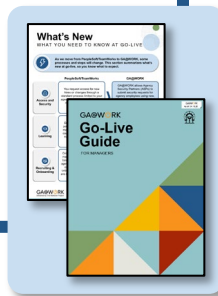
- **Employees:** Use the GA@WORK Employee Go-Live Guide to understand key actions and what to expect during Day 1, Week 1, and Month 1



Who should use the GA@WORK Manager Go-Live Guide?

- **Managers:** Use the GA@WORK Manager Go-Live Guide to prepare for manager responsibilities and support employees through go-live and early adoption*

**Managers should review both guides so they can reinforce employee actions consistently*



WHY DOES IT MATTER?

The go-live guides are designed to help end users understand what's changing in GA@WORK and what to do to be ready on July 1.

Go-live Checklist



In the Employee Go-Live Guide is a checklist of activities **all employees** should complete in GA@WORK on their first day, week, and month in the system.

This checklist is intended to help **orient users to the system**, and agencies may have additional guidance.

Your First 30 Days

GO-LIVE CHECKLIST

Congrats, you are in GA@WORK! Complete the items below by the recommended deadlines to make sure everything is working correctly. If you notice anything missing or incorrect, visit the GA@WORK **Support** section of this guide for help beginning on page 13.

DAY 1

✓ Action

- Access** GA@WORK using your log-in method (SSO, Hybrid, or Native Login with MFA).
- Locate** "My Tasks" on the home page, and review this section each time you log in.
- Confirm** that your manager is listed correctly in your team reporting structure.

WEEK 1*

✓ Action

- Review to confirm or edit** your Direct Deposit information under Payment Elections in GA@WORK (update as needed).
- Review** your tax elections to confirm accuracy (update as needed).
- After July 1, **re-enter** any future leave requests past June 30 in GA@WORK.
- Review** your time and leave balances (**see page 19**) to confirm accuracy (Hint - Use the screenshots you took).
- Confirm** all of your personal information is correct, update each if needed.
 - Home Contact Information (Phone/Email/Address)
 - Personal Information (Gender, Date of Birth, Marital Status, Race/Ethnicity)
 - Work Contact Information* (Work Phone/Work Email)

**In GA@WORK employees can change their personal information but not their work information. Employees will need to reach out to their HR team for any edits to work information.*

- If enrolled in the State Health Benefit Plan (SHBP):** confirm your **personal email** is updated in the **SHBP portal** (updating in GA@WORK may not update ADP, the SHBP administrator).
- *Starting July 13,** review your pay slip (**see page 18**) to confirm accuracy.

MONTH 1

✓ Action

- Use** "My Tasks" daily (and throughout the day, as needed) to complete activities and tasks assigned to you.

Key dates

Closer to go-live, the project team will conduct activities to sunset TeamWorks and transition to GA@WORK. During this process, access to TeamWorks will change and the ability to complete certain tasks will be restricted.

June 5	June 11	June 22 - June 30	June 24 – July 17	June 25
<p>Final day to make changes to any Supplier data</p> <p>Punchout and Hosted catalogs' orders will need to be dispatched by close of business on June 5, 2026.</p>	<p>Final day to complete GA@WORK Training</p>	<p>Soft Launch is the brief window GA@WORK is available for final touches. During this time, agencies will be granted access to the system if they have activities to complete during Soft Launch.</p> <p>! Do not enter requisitions or POs during Soft Launch.</p>	<p>USG and GTA Only: Status of all JAGGAER events for USG and GTA should either be under evaluation by June 24, OR please keep the event open until July 17 or later.</p> <p>SPD recommends avoiding accessing JAGGAER Sourcing Director from Friday, June 26 through Thursday, July 2, where possible.</p>	<p>HCM TeamWorks Access switches to Read Only, and all transactions are frozen until July 1</p>
<p>June 5 – June 30</p>				

TeamWorks Contracts Entry:

Beginning June 5 through June 30, to support a successful transition and year-end processing, we request that agencies **limit changes to existing contracts and the creation of new contracts** to only those that are **critical for FY26 business needs**. Whenever possible, non-essential contract updates and new contract creation should be deferred until after go-live and completed in GA@WORK Marketplace.

SWC Alternate Ordering Instructions: Communication has been provided with designated email addresses and fax numbers for submitting purchase orders to Punchout and Hosted Statewide Contract Suppliers from **June 6 through June 30**. During this period, purchase orders should be sent directly by the agency to the supplier using the contact information provided. Should you encounter any issues, please contact the assigned Contract Manager for assistance.

Key dates

Closer to go-live, the project team will conduct activities to sunset TeamWorks and transition to GA@WORK. During this process, access to TeamWorks will change and the ability to complete certain tasks will be restricted.

July 1

GA@WORK Go-Live

Fiscal Year 2027 requisitions and purchase orders can be entered in GA@WORK beginning July 1, 2026

Sourcing activities resume in GA@WORK Marketplace

Georgia Business Certification Program
Suppliers may begin filing new certification or renewal applications

July 10

All open **POs in TeamWorks** must be dispatched by July 10, 2026.

If a PO does not need to convert into GA@WORK, agencies should close the PO by July 10 in TeamWorks.

July 15

First semi-monthly paycheck in GA@WORK

July 24

Converted open Purchase Orders (Fiscal Year 2026 and prior TeamWorks POs) will be available in GA@WORK on July 24

July TBD

Contract file catch-up for TeamWorks contracts entered after Jun 5

August 31

Final day of access to TeamWorks Strategic Sourcing to finalize award or close out existing solicitations.

After August 31, follow SPD's instructions to finalize award of any remaining TeamWorks solicitations.

Download and save sourcing events and bids as needed.

Reminder: No new solicitations may be posted in TeamWorks.

GA@WORK stay in the know!



Check out the
NextGen website:
sao.georgia.gov/NextGen



Subscribe and read the
monthly NextGen
Newsletter



Follow us on LinkedIn:
**@ GA State
Accounting Office**

**@ Georgia DOAS
State Purchasing
Division**

SPD stay in the know!

Please use the following mailboxes to submit questions and requests:

procurementhelp@doas.ga.gov	Technical issues with the Georgia Procurement Registry, JAGGAER Sourcing Director or Team Georgia Marketplace™
spdpolicy@doas.ga.gov	Questions regarding the Georgia Procurement Manual, special approvals, etc.
cardprograms@doas.ga.gov	Questions regarding the Statewide Purchasing Card (PCard) program, plan amendments, and special approvals
Georgia.learning@doas.ga.gov	Questions about training, requests for access, issues with Learning Management System (LMS)
Doas.audits@doas.ga.gov	Questions about audits, etc.
Agency.sourcing@doas.ga.gov	Requests for assistance with solicitations, requests to exceed DPA, approval of sole sources more than \$500,000, etc.



*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.

✓	Procurement Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Catalog Orders must be dispatched by June 5	PRO	All	Team Georgia Marketplace Users	procurementhelp@doas.ga.gov	6/5/2026	All eProcurement Catalog orders must be fully processed and dispatched to Statewide Contract Catalog Suppliers by close of business Friday, June 5.
	Clean up old or outstanding POs	PRO	All	APO/CUPO	nextgen@sao.ga.gov	6/5/2026	Recommended date to complete PO clean up to support contract conversion; however, clean-up will continue until July 10
	Attend the SPD Forms and Templates Update Webinar	PRO	All	APOs, CUPOs and Procurement Professionals	spdpolicy@doas.ga.gov	6/8/2026	Attend the webinar for information on updated templates for GA@WORK Marketplace. Register online at https://doas.ga.gov/Events
	Attend the P-Card Roundtable	PRO	All	CFOs, APO/CUPOs, P-Card Admins	Cardprograms@doas.ga.gov	6/22/2026	Watch for the invitation to register the week before.
	Complete P-Card Statement Reconciliation	PRO	All	P-card administrators	Cardprograms@doas.ga.gov	Refer to dates given in May Roundtable (which dates applies to admins)	P-Card administrators should determine their cutoff dates specific to their p-card billing date for when they need the final statement in TeamWorks to be reconciled so it can be paid by the last payment day by AP
	Attend Procurement Huddle	PRO	All	APOs, CUPOs and Procurement Professionals	georgia.learning@doas.ga.gov	6/24/2026	Registration link will be announced by SPD and posted to https://doas.ga.gov/Events
	Monitor Open Solicitations in JAGGAER Sourcing Director	PRO	USG, SPD and GTA only	CUPOs, GTA APO and SPD Agency Sourcing	agency.sourcing@doas.ga.gov	6/24 – 7/17/2026	Status of all JAGGAER events for USG and GTA should either be under evaluation by June 24, OR please keep the event open until July 17 or later.
	Limit Activity in JAGGAER Sourcing Director	PRO	USG, SPD and GTA Only	CUPOs, GTA APO and SPD Agency Sourcing	agency.sourcing@doas.ga.gov	6/26 – 7/2/2026	Avoid accessing JAGGAER Sourcing Director from 6/26 – 7/2 where possible to ensure smooth transition and reduce risk of disruptions.

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.

✓	Procurement Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	P-Card statements to be paid in full	PRO	All	CFOs, P-Card Administrators	cardprograms@doas.ga.gov	Ongoing through go-live	Monthly account statements
	Continue data clean-up	PRO	All	APO/CUPO and P-Card Administrators	<ul style="list-style-type: none"> For P-cards: cardprograms@doas.ga.gov For Supplier Invoices: nextgen@sao.ga.gov For Supplier Contracts and Strategic Sourcing Events: https://service.doas.ga.gov/app/AskNextgenSupport 	Ongoing	For P-Card data cleanup, refer to April 22, 2026, P-Card Administrator Roundtable