

Department of Administrative Services

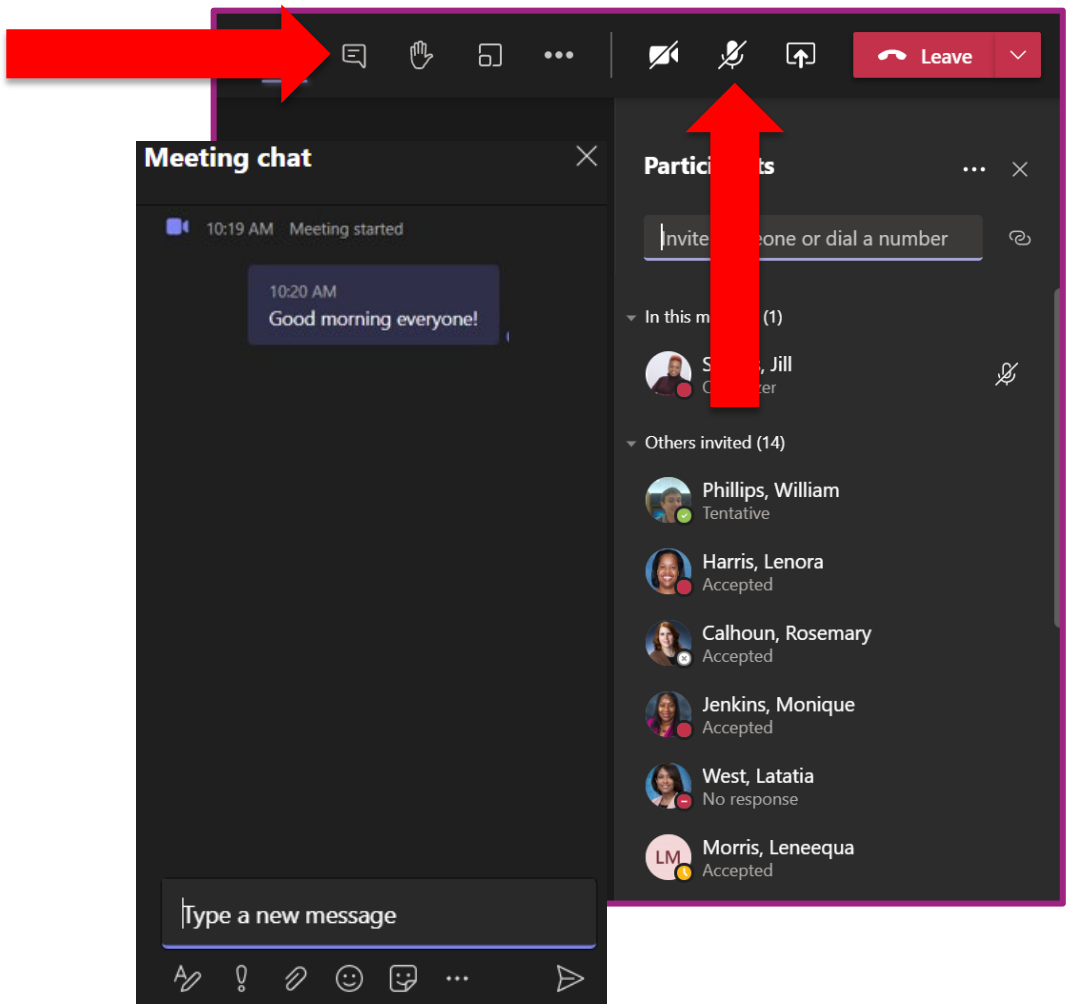
Lead. Empower. Collaborate.

Quarterly HR Community Meeting

DOAS - Human Resources Administration

October 20, 2026

MS TEAMS Housekeeping: Attendee Participation



Your Participation

- You were automatically muted and cameras disabled when entering our meeting.
- Utilize CHAT for your questions and comments.
- Close out MS Outlook and other internet sites being accessed to support your TEAMS' connectivity.
- Recording link and today's slides will be provided after the session.

Quarterly
HR Community Meeting
AGENDA

October 20, 2026

10:00 AM – 12:00 PM
Via MS TEAMS

Quarterly HR Community Meeting

AGENDA

10:00 AM – 10:05 AM	Welcome Carla Gracen, DOAS
10:05 AM – 11:05 AM	Active Shooter Training Sheri Russo, GEMA
11:05 AM – 11:10 AM	Workforce Report Lisa Newman, DOAS
11:10 AM – 12:00 PM	NextGen Update The NextGen Team
12:00 PM - 12:05 PM	Wrap-Up Carla Gracen, DOAS

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Georgia Emergency Management & Homeland Security Agency

CRASE – Civilian Response to Active Shooter Events

Sheri Russo, MPH
Area 7 Field Coordinator

WARNING!!

The following presentation contains material that may be violent and disturbing!

Number of Deaths



- Target availability
- How Quickly Police arrive
- Lockdowns Work


Don’t
Name
Them

Harmful Myths

“That will never happen here.”

“That kind of thing only happens in big cities.”

“If its going to happen, its going to happen.”

“Nothing like that has ever happened here and I’ve lived here all my life.”

“It’s just not something we have to worry about.”

Mr. Rick Rescorla



Three Stages of Disaster Response

Three Stages of Disaster Response

Denial

Deliberation

Decisive Moment



No Way - Not Me – Not Here



Social Proofing

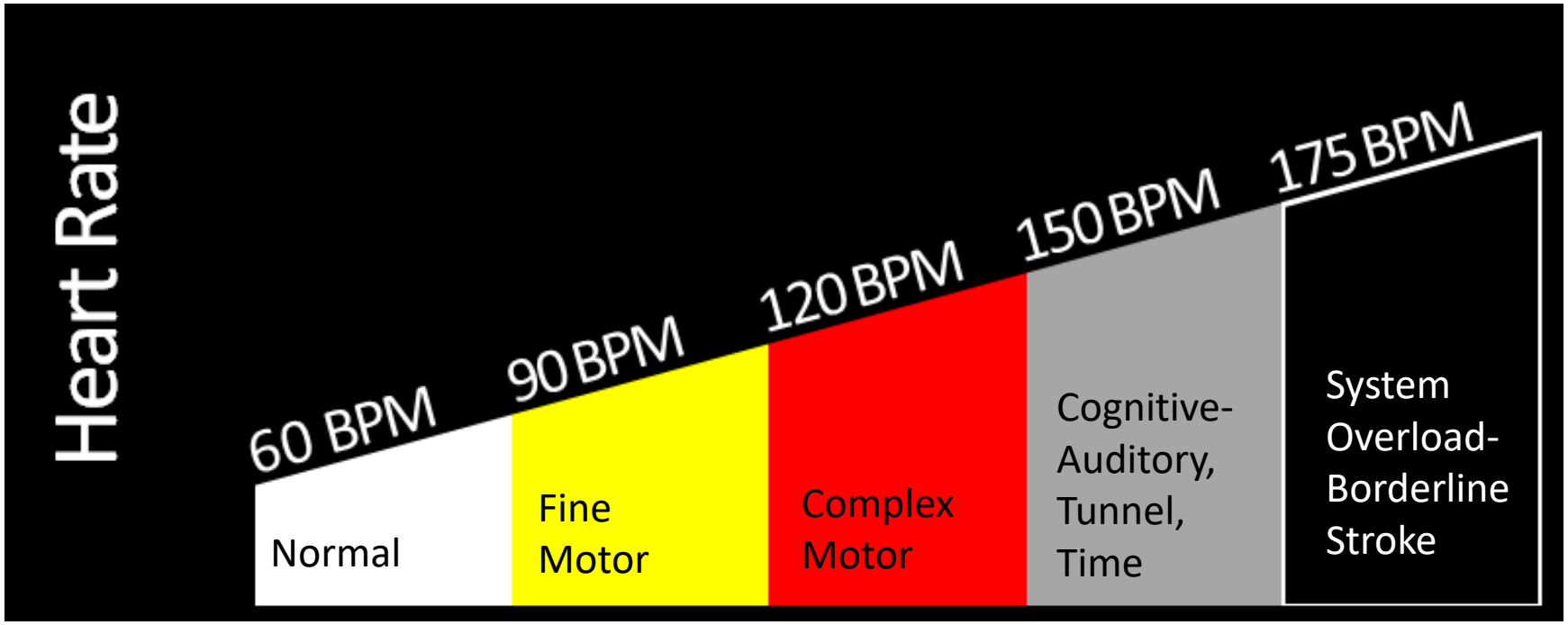
- Social Proof (also linked to diffusion of responsibility)
- In novel or ambiguous situations, we look to others for information on how to act
- If others are doing nothing, you will tend to do nothing
- If others are acting, you will tend to act

❖ **Also note that this is the transition to deliberation – Many deny, but some see it and start to realize the problem, but don't know what to do**.

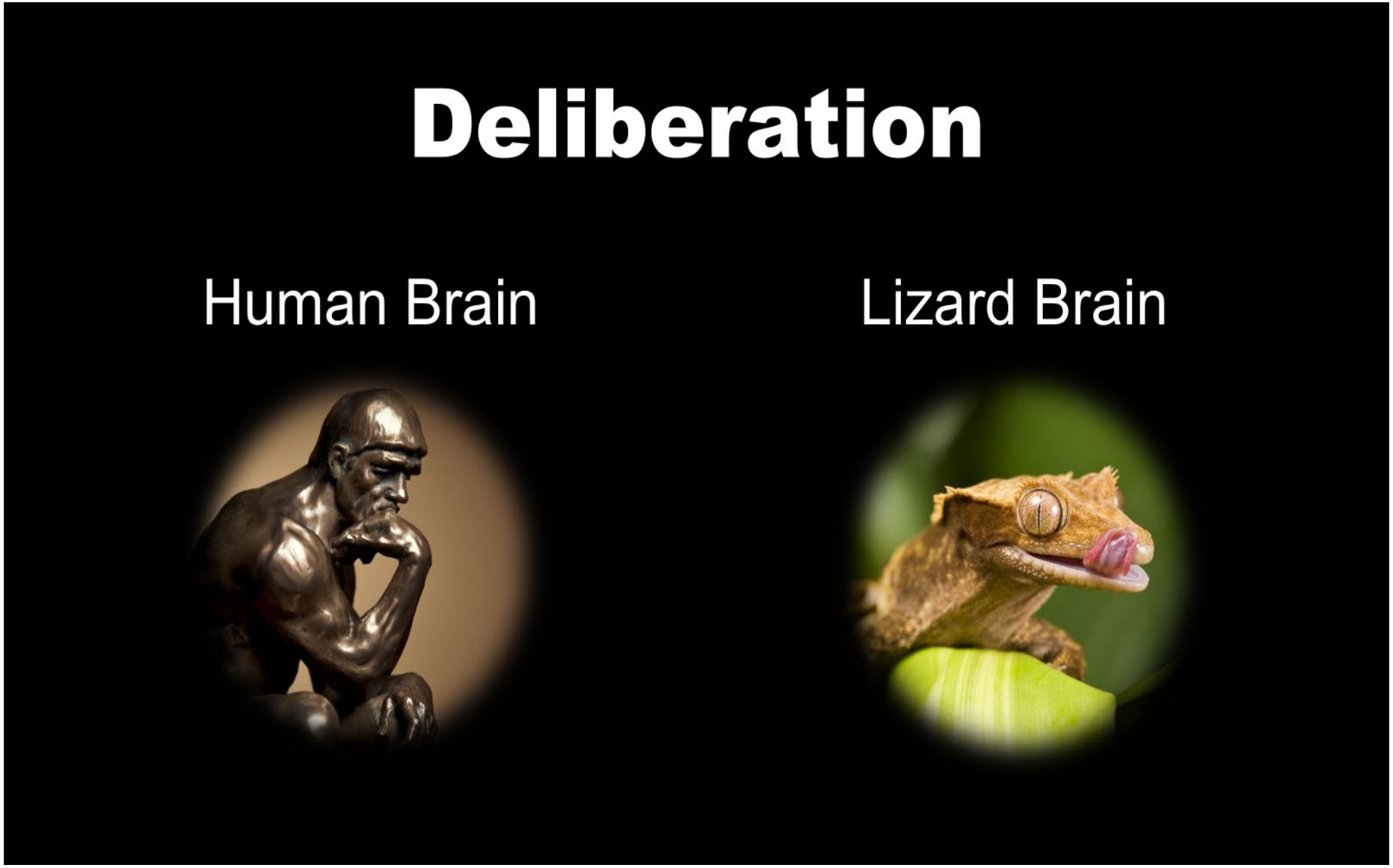
What Are My Options?



Stress Response



One Brain – Two Sides



Keeping your Human Brain 'Running'

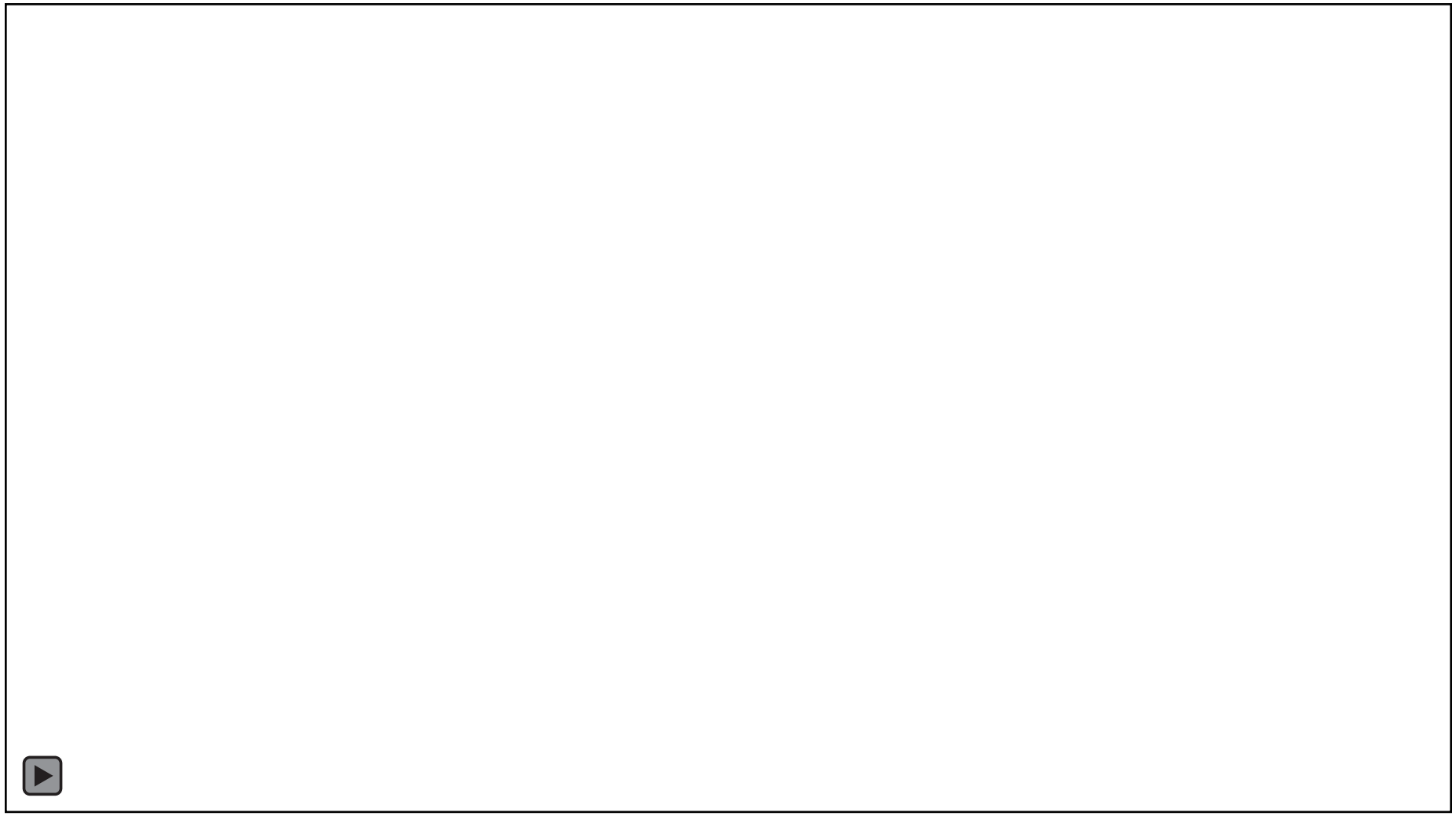
- Calm Yourself
- Control your breathing
- Shift your emotion
- Mental Scripting



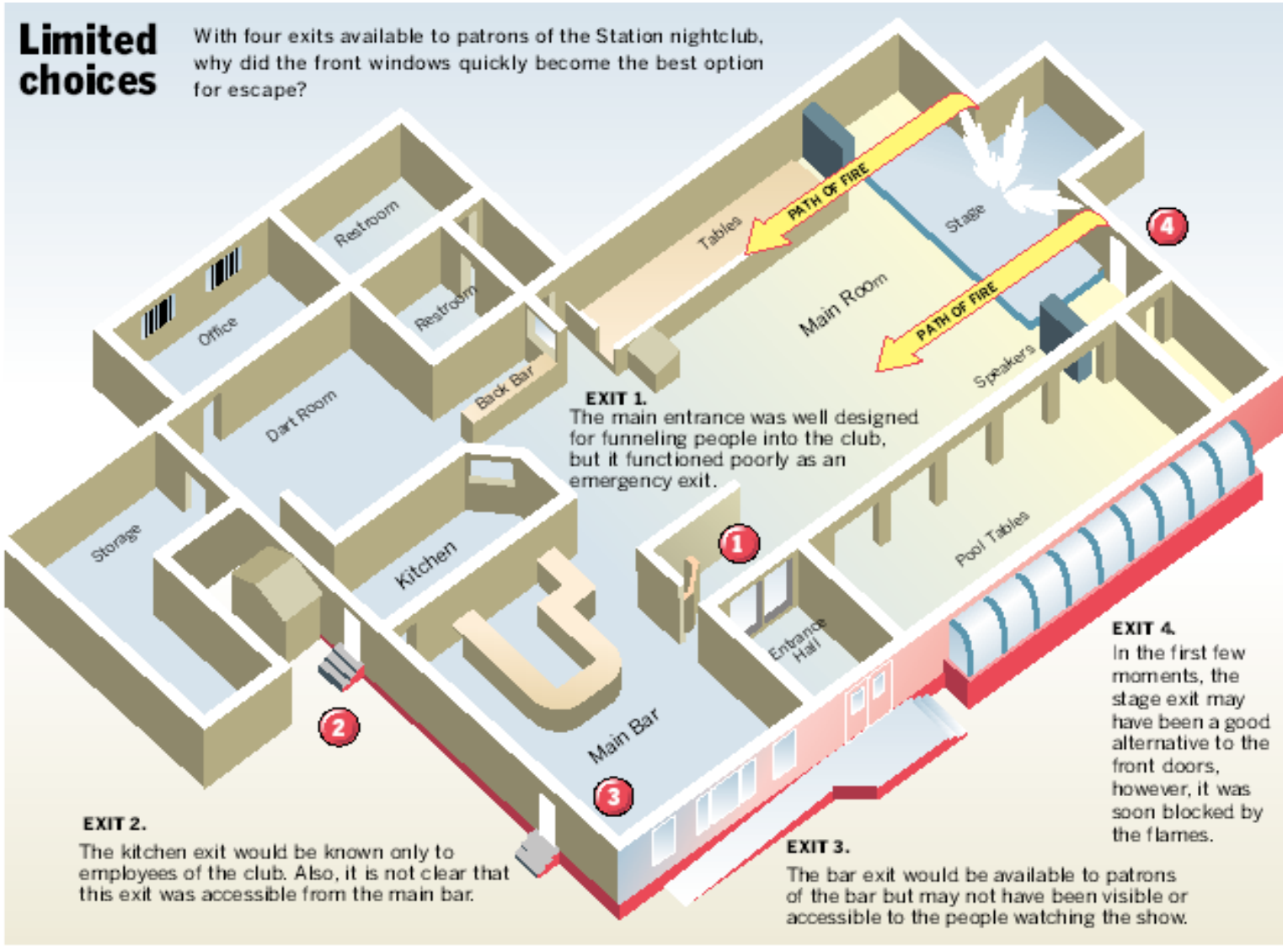
Decisive Moment



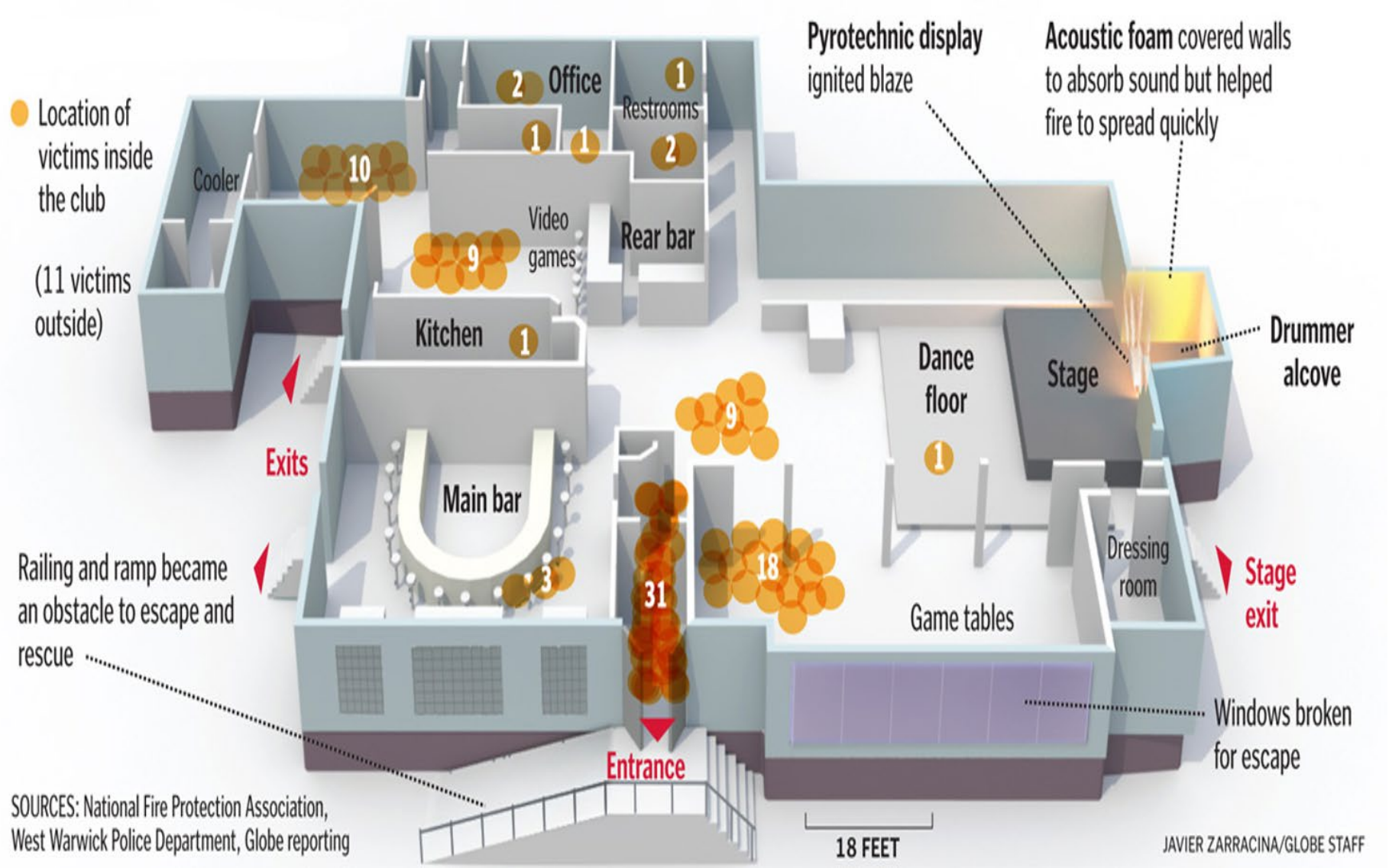
Station Night Club Fire



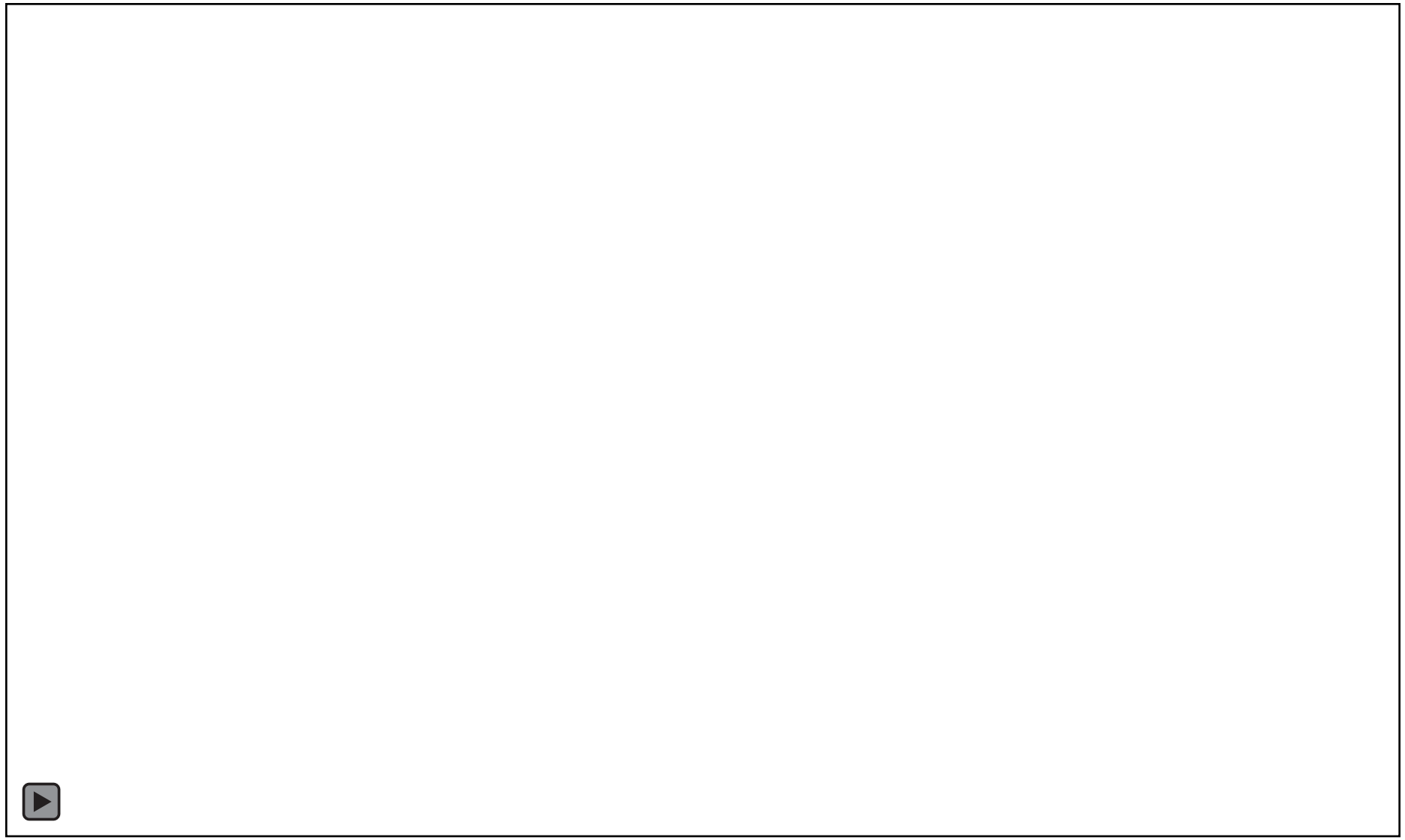
Station Night Club Fire



Station Night Club Fire



Cool and Calm

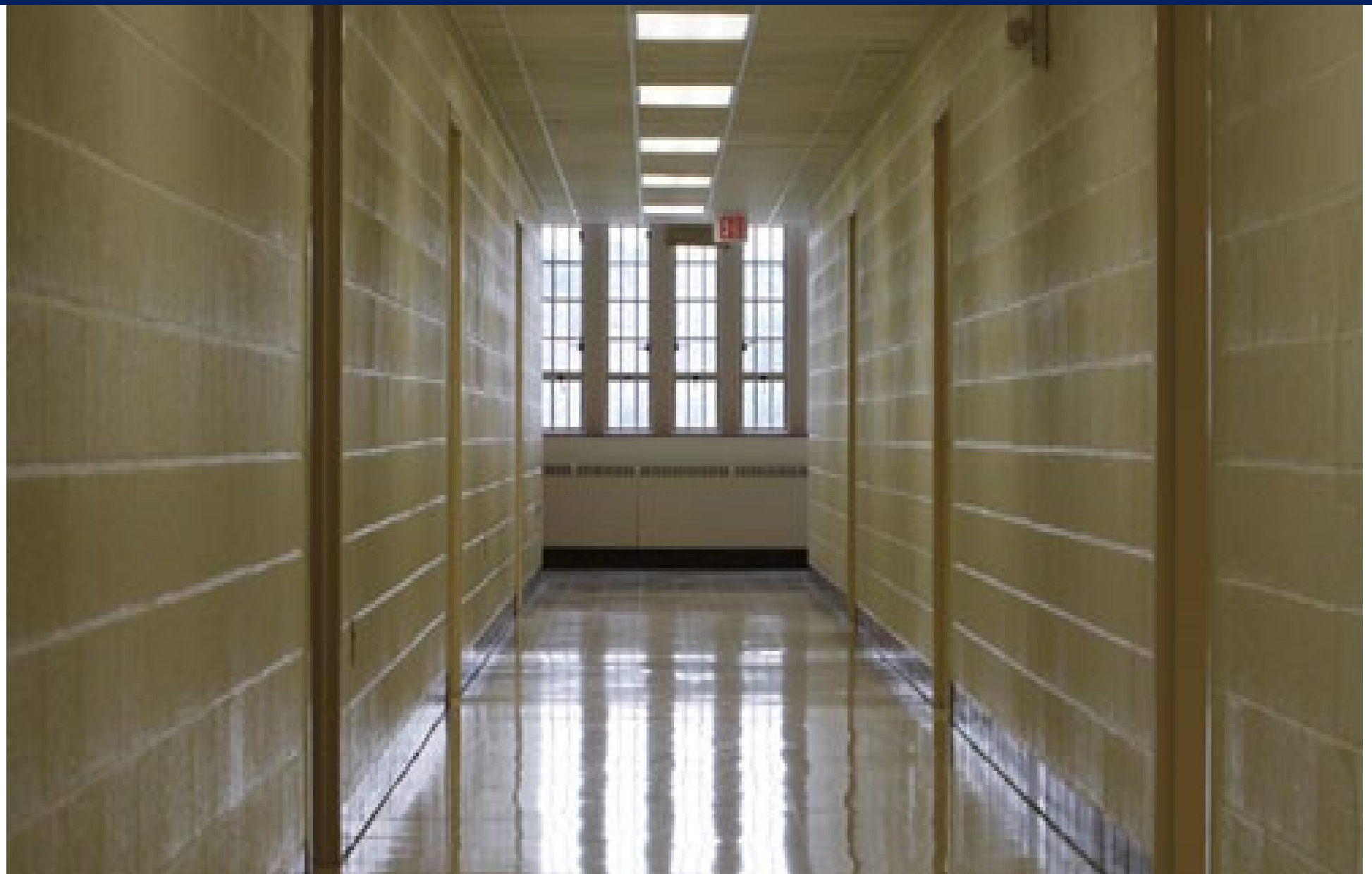


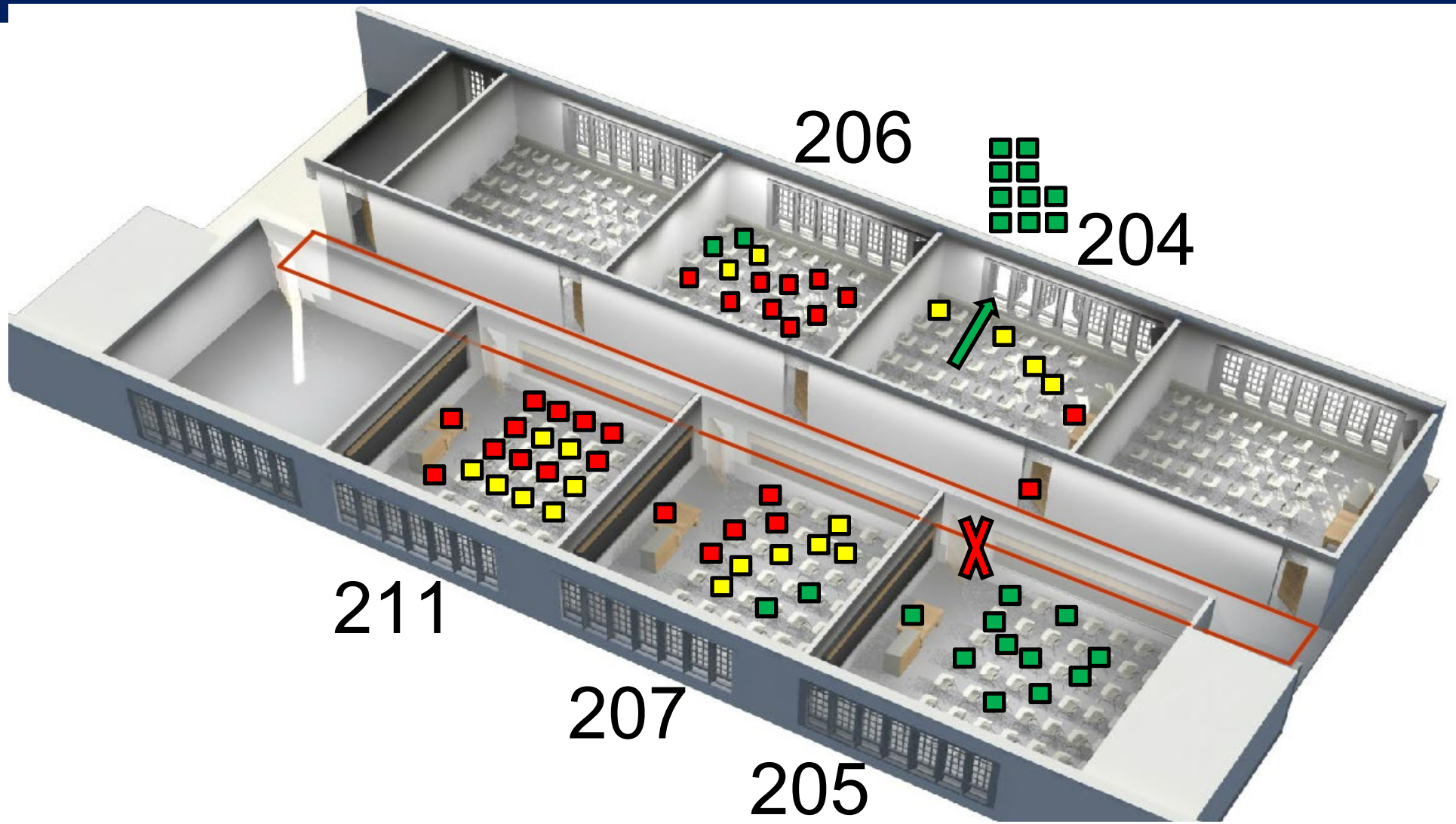

Virginia Tech

Norris Hall



2nd Floor

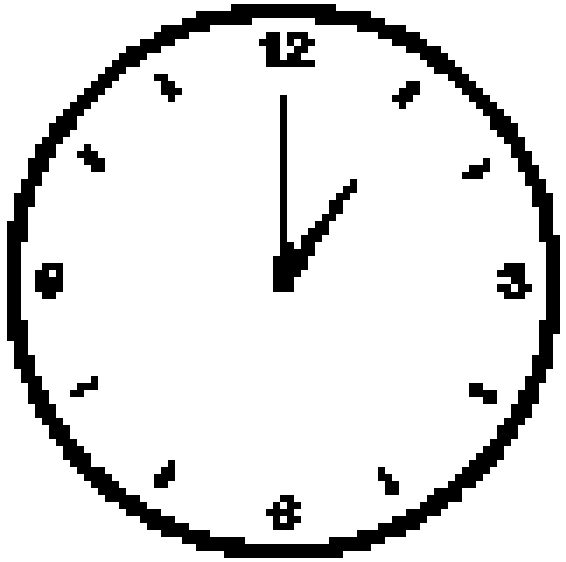



206
204
211
207
205

Dr. Liviu Librescu



3 Minutes



So… What options do we have?

- Avoid
- Deny
- Defend

Avoid

- Leave ASAP
- Know your exits
- Call 911 when safe to do so



Identify Exits

- Make a habit of identifying multiple exits upon entering a building, arena, stadium or other structure.
- Think about exits that may not be seen by the general public (restaurants usually have a door in the kitchen area)
- Quick, accurate assessment of conditions is critical to survival.
- What about those with mobility, vision, hearing, language Issues?



Deny

- Lock the door
- Lights out
- Out of sight



Deny

- Barricade
  - Heavier = Better
  - More = Better
  - Doorstops = Better?



If nothing else works?

You are NOT helpless!

What you DO matters!

Defend

- Special Training is NOT required to defend your life!
- Identify items in the immediate area that can be used as a weapon.
- SING Method – Solar Plexus, Instep, Nose Groin



Defend

YOU HAVE THE RIGHT TO SURVIVE!!

When Police Arrive

- Follow commands
- Show your palms
- Do not move



First Responders Priority of Work



- Stop the killing
- Stop the dying
- Start Evacuations

Medical and Fire Delay

- Seek basic medical training
- Bleeding control (ex. Stop-the-Bleed)
- CPR/AED



STOP THE BLEED

See Something Send Something






QUESTIONS

Sheri Russo, MPH
Georgia Emergency Management Agency
www.gema.ga.gov

Department of Administrative Services

Improving efficiency, compliance, and workplace performance

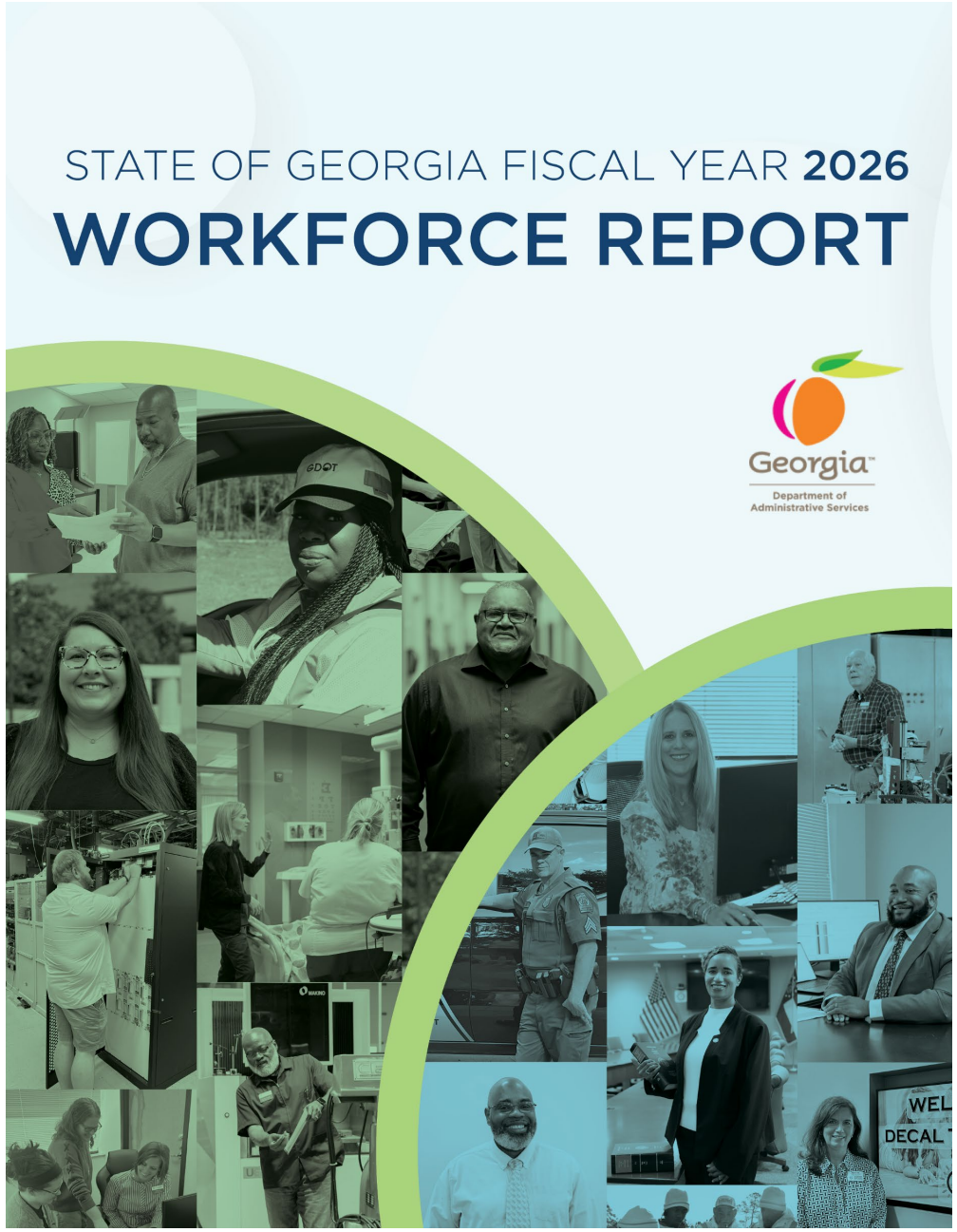


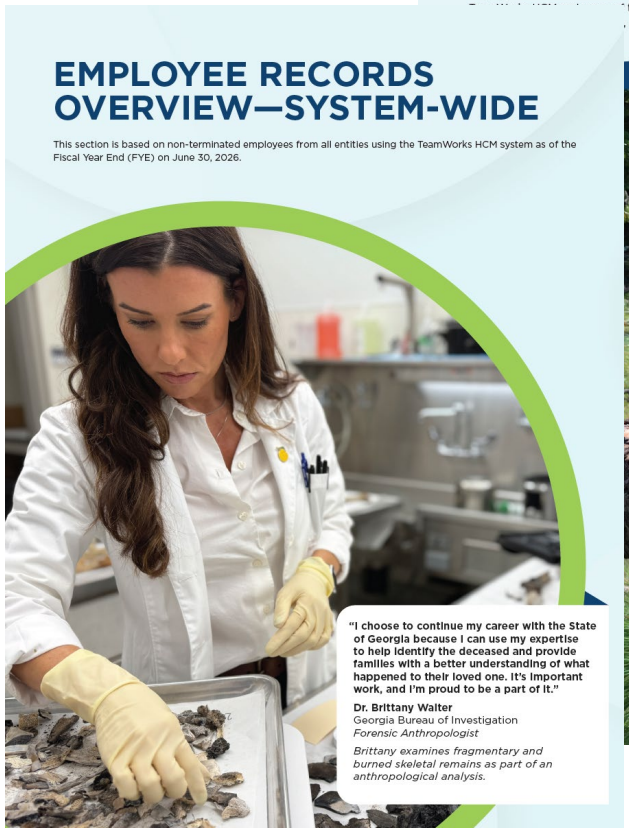
FY 2026 Workforce Report Highlights

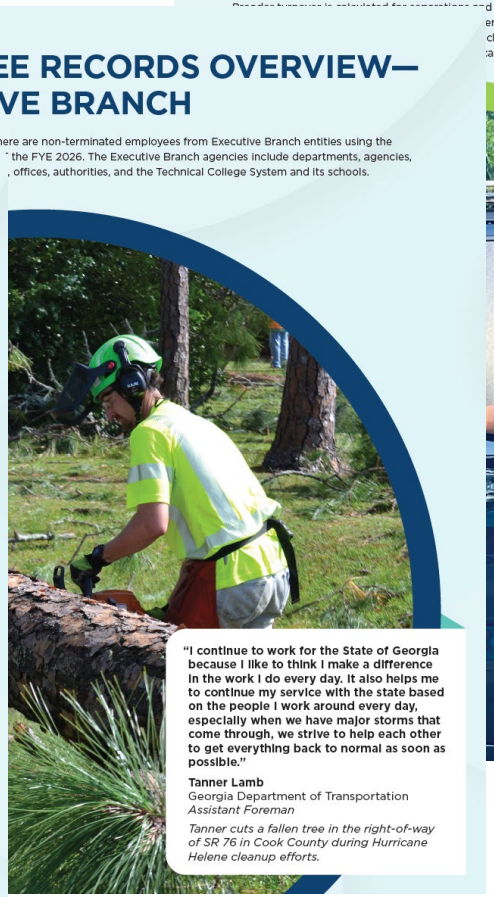
October 20, 2026

The People Behind the Report

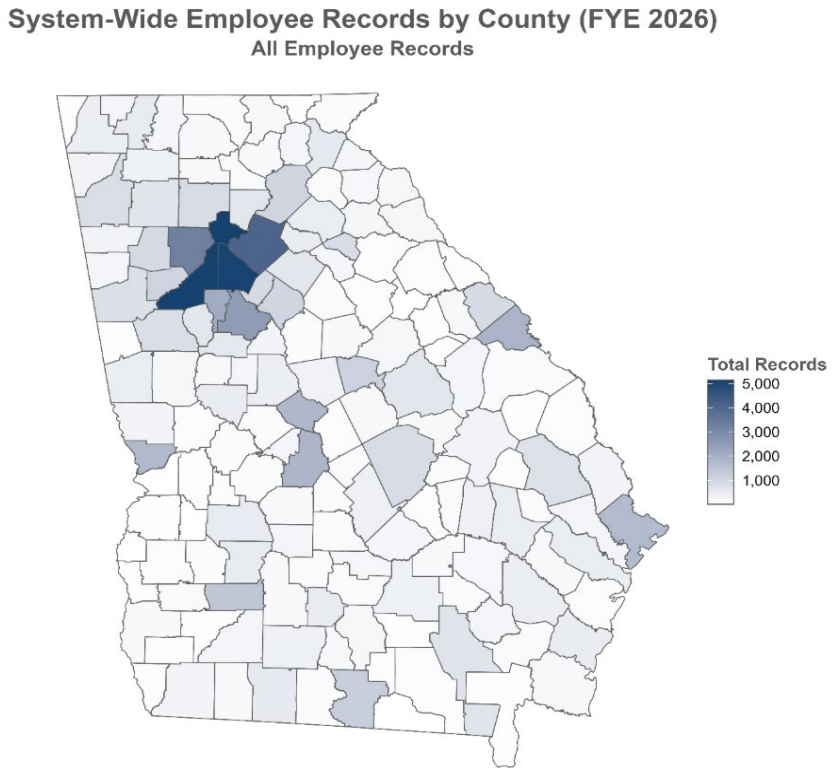
The FY 2026 State Workforce Report highlights state employees through photos and testimonials about why they enjoy working for Georgia.







State Workforce Remains Stable



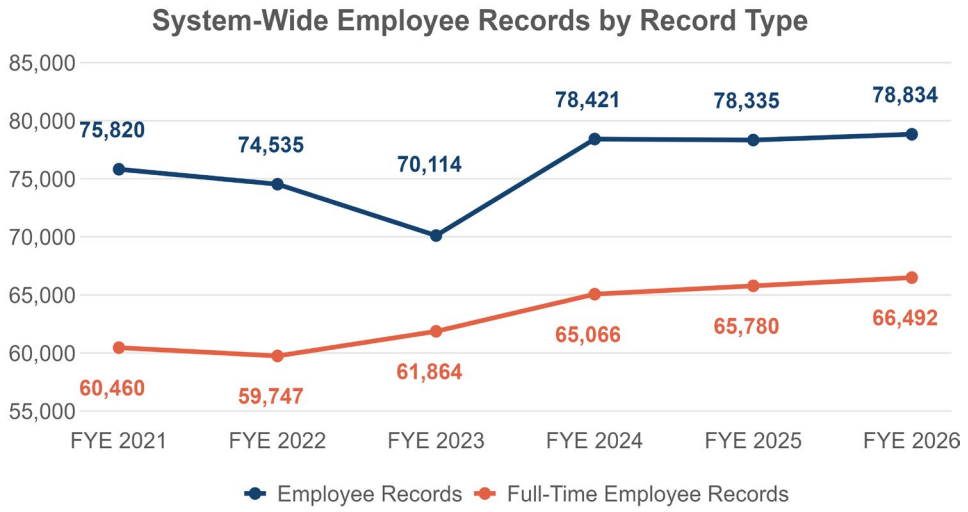
Georgia's state workforce is distributed across all counties statewide, with the greatest concentrations found in Fulton, DeKalb, Gwinnett, Clayton, and Henry counties and regional hubs.

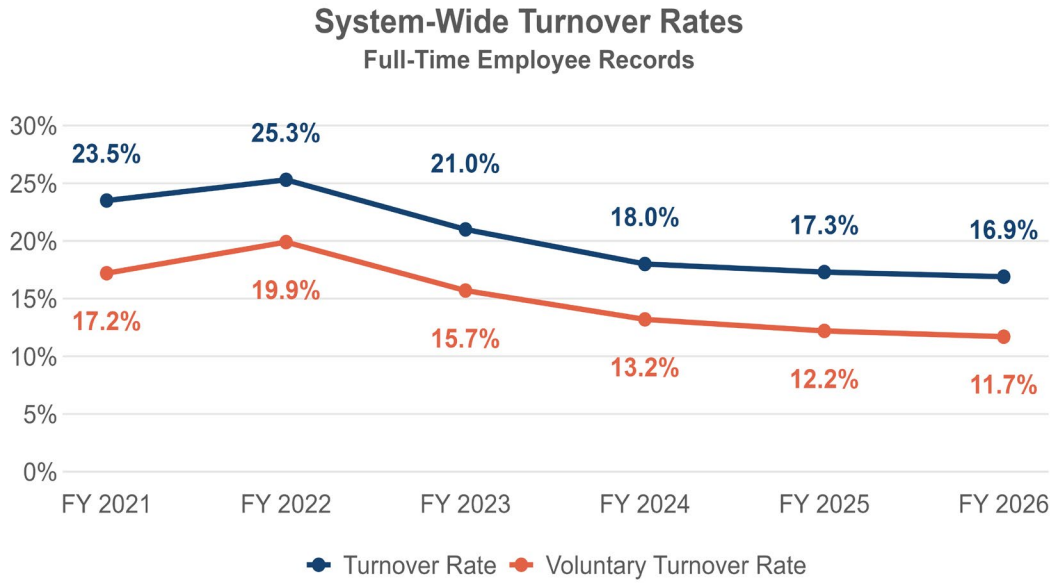
66,492
Full-time employees

16.9%
FY 2026 Turnover Rate

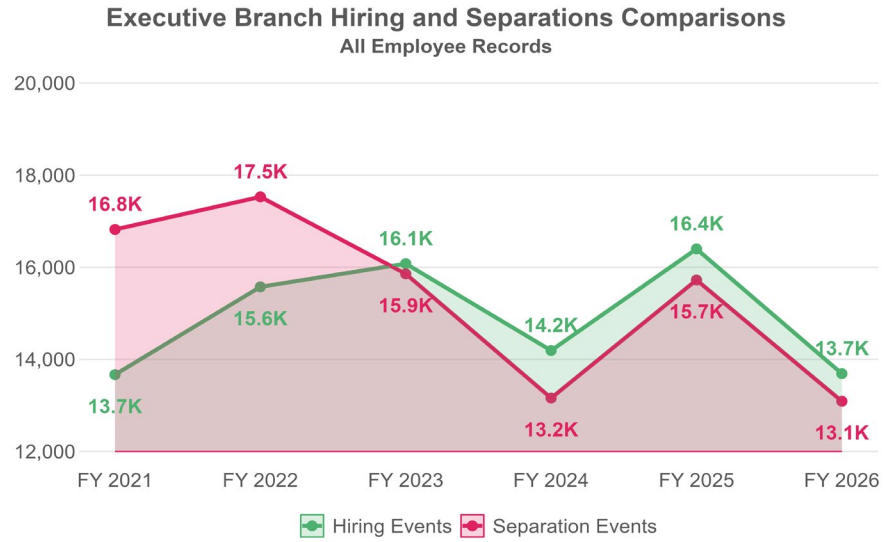
11.7%
FY 2026 Voluntary Turnover Rate

FY 2026 turnover is at an eight-year low.





Hires Exceeded Separations for the Fourth Consecutive Year



Profile of FY 2026 Hires:

9,393 New hires

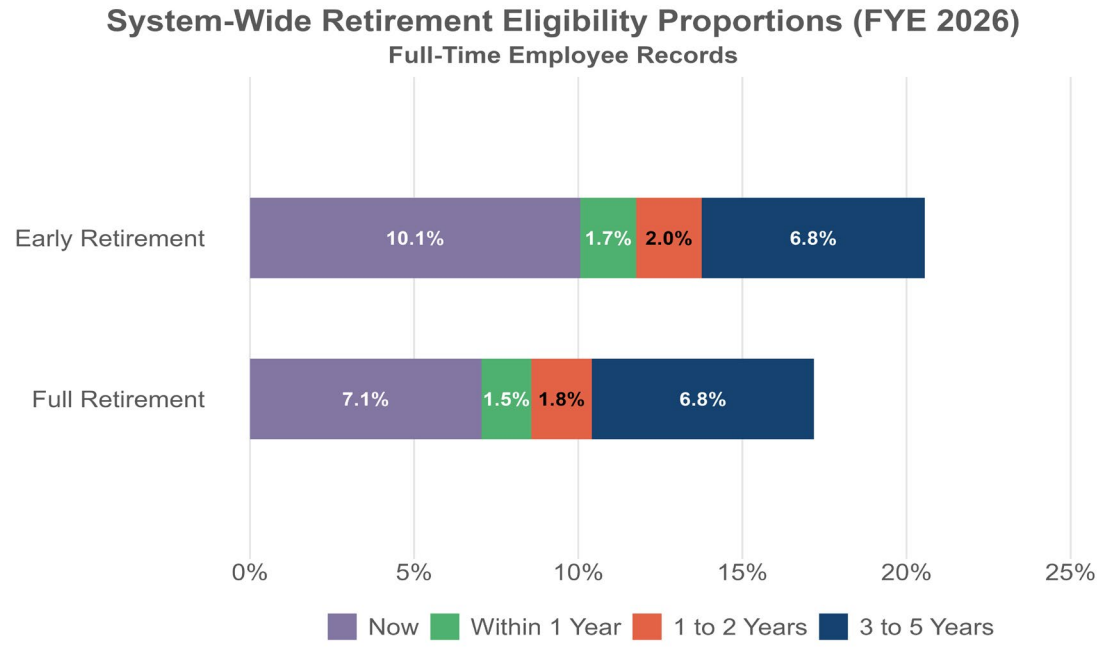
52.1% of new fill-time hires had less than a bachelor's degree, up from 39.6% in FY 2024.

64.1% Female

Retirement Eligibility

7.1 % of the state's workforce was eligible for full retirement at FYE 2026

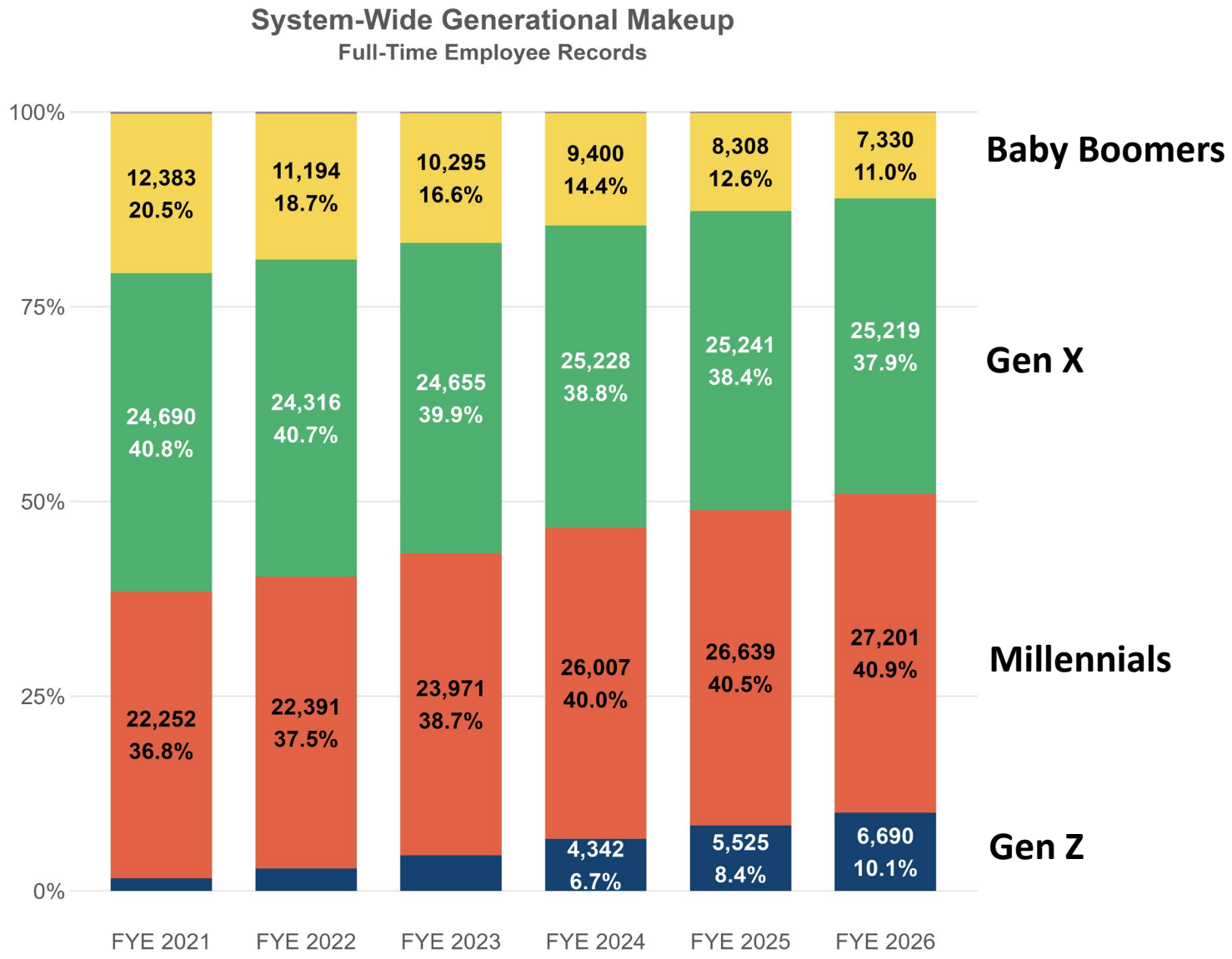
17.2% of the system-wide workforce will reach full retirement eligibility within five years.



Generational Makeup

Millennials represented the largest share of the state's workforce at **40.9%**, followed closely by **Gen X** at **37.9%**.

Gen Z's share continues to grow, reaching 10.1% in FYE 2026.



GA@WORK

HR Community Update

October 20, 2026

GA@WORK

Delivered by The NextGen Project

HR Community Updates

October 20, 2026

Presenters

Carla Gracen
Deputy Commissioner
Human Resources Administration

Satonya Payne
Director,
Workforce Policy and
Business Operations

Tina Bufford
Sr. Manager Enterprise HCM
Operations • HRA - Compensation
& Benefits

Sharon Carter
Director
Enterprise Talent Management

Fred Jenkins
Deputy CIO, Enterprise Apps •
Financial Systems – Systems

Stacey Evans
Director, Enterprise Benefits •
Comp & Benefits Flex

Fe'Loy Gibbs
Manager 3, Information Technology •
Financial Systems

Leneequa Morris
Senior Benefits Manager •
HRA

Quentin Mobley
Help Desk Analyst 3 • IT
Contact Center

Agenda

1. Staying Connected through GA@WORK Community
2. Working Smarter in GA@WORK
3. Before Creating a Vacancy
4. Employee Benefits and Required Actions
5. One Issue, One Ticket
6. GA@WORK HCM Workshops
7. Pre-Hire Records and Task Reassignment Process
8. Leave Accrual and Annual Leave Conversion
9. Open Enrollment
10. Reminders

Staying Connected through GA@WORK Community

Fred Jenkins

GA@WORK User Community

Bringing our Points of Contact, Change Network, Super Users, and other business leaders together as one connected community to continue collaboration, communication, and visibility across GA@WORK end-users.



One Forum

One forum for sharing important updates, changes, and optimizations



One Connected Network

One connected network to share questions, feedback, and experiences



One Community

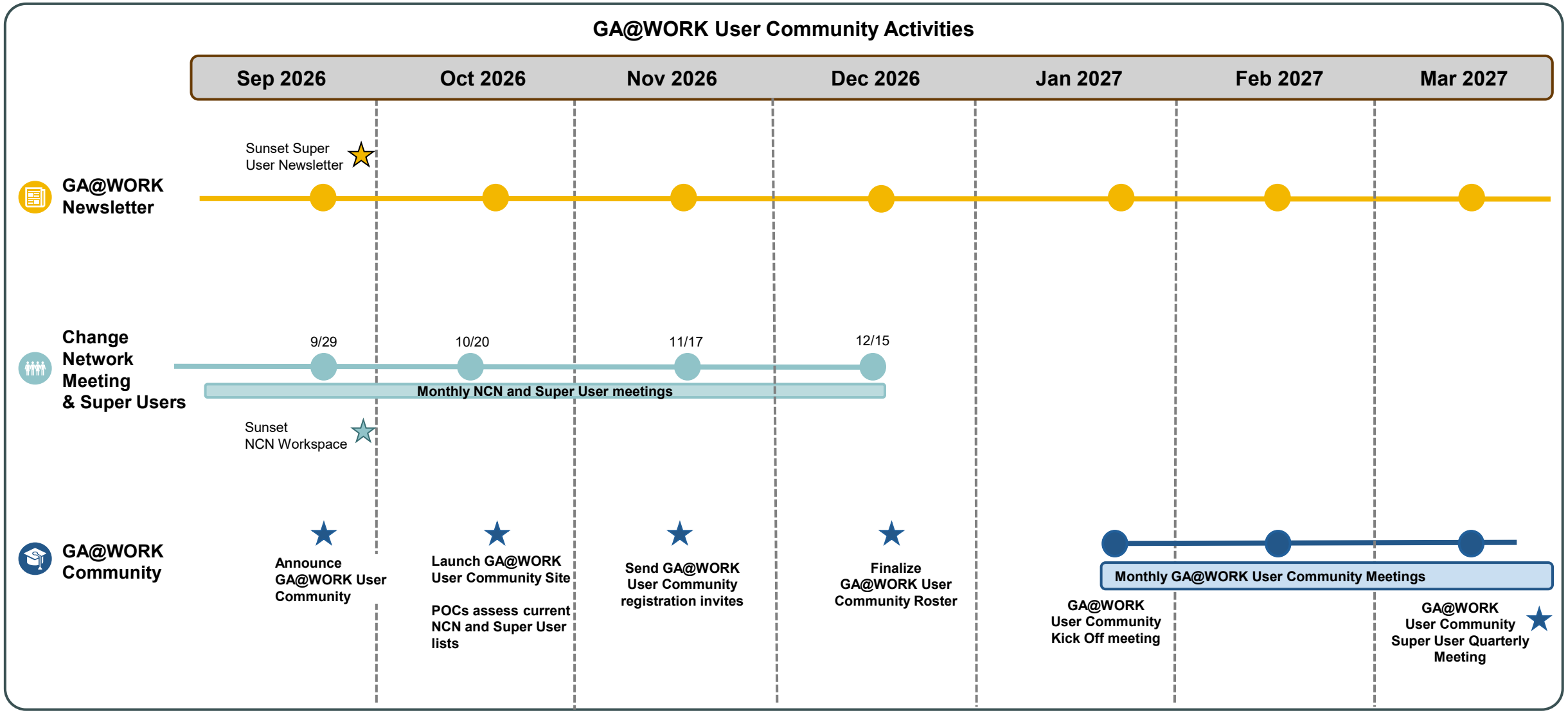
One community supporting successful adoption and sustained usage of GA@WORK

What you can expect

Multiple channels to stay informed and fix with other GA@WORK users to reduce the number of meetings, simplify communication, and develop stronger connections.

Streamlined Communication	Monthly meeting, monthly newsletter, and GA@WORK User Community Site to stay informed.
GA@WORK System Updates	Updates on changes and optimizations to understand what is changing and why.
Feedback Opportunities	Opportunities to bring questions, issues, and ideas to other agencies and the program team.
Increased Connection	Learn from others across the network and share what is working.

GA@WORK User Community Timeline (2026 – 2027)



Working Smarter in GA@WORK

Carla Gracen

Tip: Check “My Tasks” Daily

“My Tasks” Today. No Delays Tomorrow.

GA@WORK
Delivered by The NextGen Project

“My Tasks” is for **everyone.** Managers and task approvers should check their “My Tasks” daily at minimum to avoid delays.

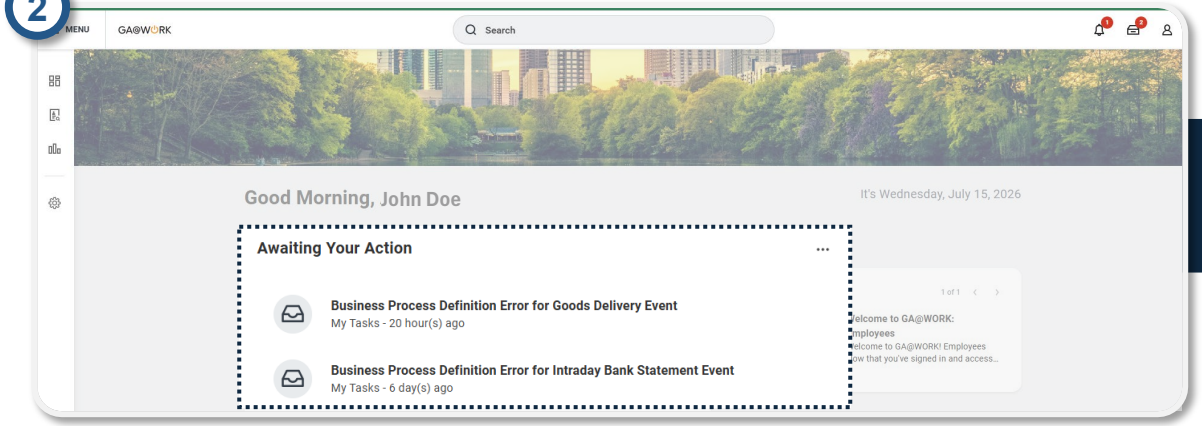
Check “**My Tasks”** in a variety of ways, including:

1



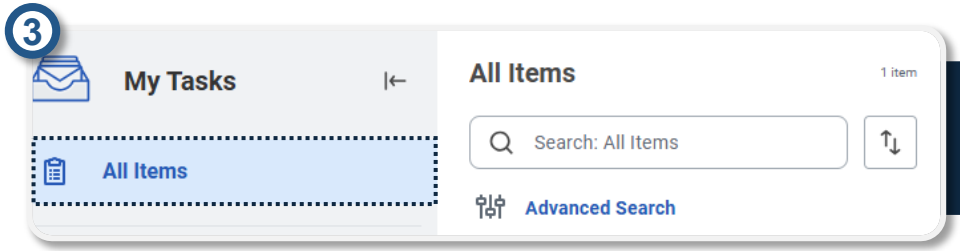
Open “My Tasks” anytime from the top navigation.

2



Review tasks awaiting your approval from the homepage.

3



Open and complete items ready for action in “**My Tasks.**”

Reviewing and Managing Transactions

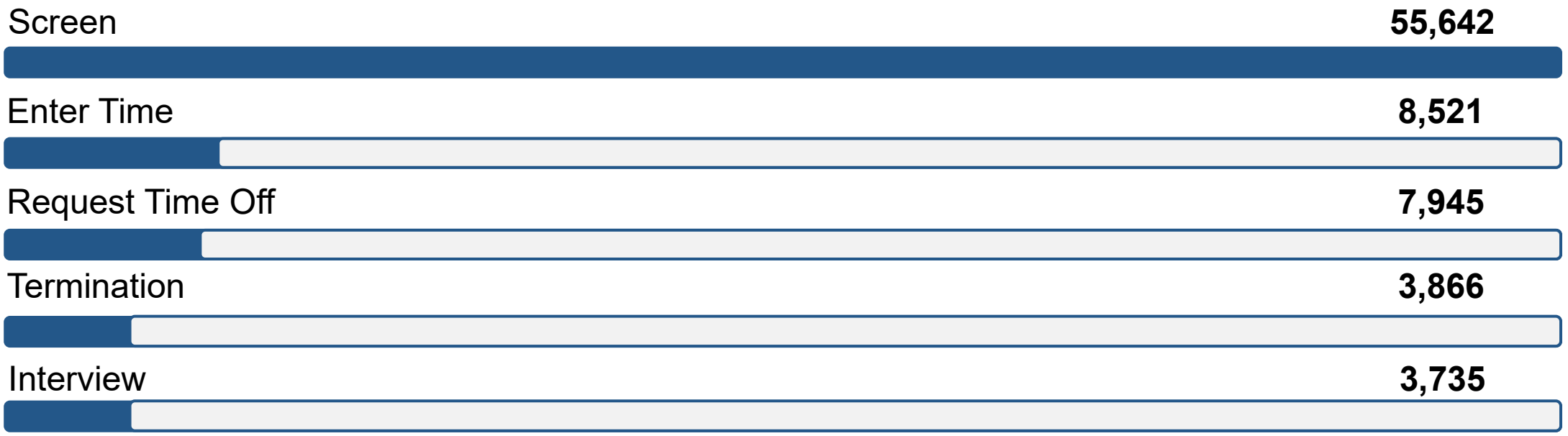
Overview of GA@WORK business processes, including transactions awaiting action and completed transactions.

Total Items Awaiting Actions

97,000

Across 47 business processes

Top 5 Business Process Awaiting Action



These five processes represent the largest volumes of items awaiting action. Daily task reviews and timely responses help support efficient transaction processing across GA@WORK.

Reviewing and Managing Transactions

Business Process	Count of Awaiting Action	Count of Complete
Screen	55,642	
Enter Time	8,521	7
Request Time Off	7,945	
Termination	3,866	3,828
Interview	3,735	
Rate Interview	2,141	
Onboarding	1,208	521
Assign Work Schedule	1,122	
Manage Education	1,104	
Personal Information Change	1,049	
Photo Change	984	
Job Requisition	974	909
Legal Name Change	839	
Home Contact Change	807	
Preferred Name Change	752	
Job Requisition Change	572	568
Talent Review	508	
Complete Form I-9	502	5
Post Job	431	
Disability Self-Identification	367	
Offer	308	
Reference Check	274	
Complete State and Local Withholding Elections	257	
Change Emergency Contacts	251	

Business Process	Count of Awaiting Action	Count of Complete
Background Check	228	
Correct Time Off	188	
Manage Goals	188	
Veteran Status Identification	188	
Complete Federal Withholding Elections	183	
Transfer Employee Inbound	177	135
Manage Internal Career Apply	173	
Request Compensation Change	140	
Change Job	134	77
Assess Candidate	125	
Promote Employee Inbound	124	22
Payment Election Enrollment Event	107	
Set Review Content for Performance Review	102	
Edit Position Restrictions	99	
Assign Costing Allocation	90	
Manage Job Interests	90	
Hire	72	4
Ready for Hire	69	68
Distribute Documents or Tasks	47	
Manage Certifications	47	
Assign Roles	46	
Generate Document	43	
Request Delegation Change	40	9

Transactions Guidance and Expectations

Follow these guidelines to ensure transactions are accurate, processed on time, and support reliable employee data in GA@WORK.

Transaction Guidance

What to review before initiating or submitting a transaction.

- **Confirm** the employee and position information is correct.
- **Verify** required fields, effective dates, and supporting documentation.
- **Check** for position restrictions, approvals, or funding requirements.
- **Review** applicable policies, business rules, and job aids.
- **Ensure** all information is complete and accurate before submitting.

Expectations

Who is responsible for reviewing, approving, and monitoring transactions.

- **HR professionals** initiate transactions and ensure accuracy.
- **Approvers** (e.g., managers, HR, or agency-designated approvers) review and approve transactions in a timely manner.
- **Agencies** are responsible for monitoring transaction status and addressing exceptions.
- **All stakeholders** should follow established timelines and business processes.

Transaction Best Practices and Common Issues

Proactive transaction management helps reduce errors, prevent delays, and support efficient HR operations.

Best Practices

Actions to ensure transactions are completed accurately and on time.

- **Verify data** and supporting documents before submission.
- **Follow job aids** and agency processes.
- **Communicate** with approvers and impacted stakeholders early.
- **Monitor "My Tasks"** regularly and respond promptly.
- **Keep records** of submitted transactions for reference.

Common Issues

Errors or delays agencies should avoid.

- **Incorrect** employee or position information.
- **Missing or incomplete** required fields and documentation.
- **Incorrect** effective dates.
- **Transactions submitted to the wrong** approver or with out-of-sequence approvals.
- **Not monitoring "My Tasks,"** which can lead to delays.

Before Creating a Vacancy

Tina Bufford

Getting the Position Right Before Creating the Vacancy

Validate the Position

- Confirm the Position is the correct one for the vacancy.
- Review **edit position restrictions** before making changes.
- If the position is restricted due to the role, determine the appropriate actions needed to update it.

Reallocate or Change Status – If Needed

- Reallocate the position when it needs to move to a different supervisory organization or organizational structure.
- Change the position status when the position is not currently in the appropriate status for the vacancy.
- Confirm any changes are completed before moving forward with the vacancy.

Confirm the Supervisory Organization

- The position must sit in the Supervisory Organization (Sup Org) of the manager the vacancy will report to.
- Verify the position and that the Sup Org Manager relationship is correct.
- This helps to ensure the vacancy routes correctly and appears under the appropriate manager.

Key Takeaway:
Position first > Correct the restrictions/status > Correct Sup Org > Then Create the Vacancy

Bottom Line for Vacancy Creations



Foundation for Employee Data

Position accuracy in GA@WORK serves as the foundation for employee data.



Supports Key HR Functions

When position information is accurate, payroll is processed correctly, benefits eligibility is determined properly, and financial reporting is reliable.



Positive Employee Impact

Employees receive the correct pay and benefits on time.



Helps Prevent Issues

A small error in a position record can create payroll corrections, benefit enrollment issues, compliance risks, and additional administrative work.

Employee Benefits and Required Actions

Stacey Evans

Employee Benefits, Required Actions and FAQs

Importance of Selecting the Correct Retirement System

Path to Benefits Eligibility Chart

Employee Type	Pay Rate Type	Scheduled Weekly Hours[3]	Benefit Plans*	Benefit Program/Group
Regular OR Permanent Labor	Hourly or Salaried	30 - 34	Health Benefits, Flexible Benefits, Pension (GDCP, JRS, LRS or TRS), Peach State Reserves (401(k)/457), Leave[4]	FLX

**Eligibility for ERS is 35 or more hours.*

Un-actioned Tasks have downstream impacts on employee SHBP and Flexible Benefits Enrollments

NEW FAQs on GA@WORK Support Portal

Position Management

Benefits Eligibility

Benefits eligibility is tied to the “attributes” **within** the position:

- Employee Type: Regular, Permanent Labor, or Temporary
- Scheduled Weekly Hours

Law Enforcement (LEO)

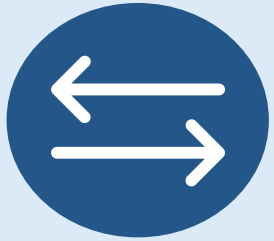
Increases to employer retirement contribution rates are based on Job Profiles.

Compensation must align with the list of eligible jobs.



Important Reminder
If an employee’s position is mistakenly coded as temporary and should be regular or permanent labor, they may not be eligible for medical or flexible benefits insurance.

Hire Employee or Change Job



Is the employee a transfer?
A transfer may or may not impact Benefits.



Refer to the Path to Benefits Eligibility Chart
Always refer to the Path to Benefits Eligibility Chart to determine the benefits impact.



Are the employee's benefits changing?
Benefits may change due to a scheduled hours or employee type change.

- *Examples: Rehire and Edit Position may also impact Benefits eligibility*

Terminations



Benefits Coverage End Date
The termination date drives the Benefits Coverage End Date Rules.



COBRA Notifications
COBRA notifications are sent after the vendor is notified.



Late Terminations
Late terminations can have a significant impact.

Example: Coverage is ended retroactively, which raises red flags and can cause integration records to fail.



Flexible Benefits Look-Back
Flexible Benefits has a one-year look-back period.



Complete HR transactions before the next payroll processing, especially for terminations.

One Issue, One Ticket

Quentin Mobley

Understanding the GA@WORK Support Process

For timely assistance, follow the established GA@WORK support process.

1



Step 1: Explore Self-Service Resources (Tier 0)
Review the GA@WORK Support Portal for job aids, training materials, instructional videos, and FAQs.

2



Step 2: Contact Your Agency Support Team
Reach out to your Agency Support Team or designated Super Users for guidance, troubleshooting, and escalation.
Find contacts through your GA@WORK Point of Contact or Agency Resource Lookup Tool.

3

Step 3: Submit a Support Request
If your issue remains unresolved, contact the appropriate Support Team based on your question or functional area.

Ticketing best practices

Continue to provide the most complete information when submitting tickets. The quality of the request impacts how efficiently a solution may be found. When submitting an escalation to the CSC ticketing system, remember:

Clear Description

- Describe the problem and provide a clear subject line.
- A clear, descriptive narrative of the issue - even if it feels like 'too much information.'
- Explain what you were trying to accomplish and what happened.
- It's better to overshare than to have CSC/SAO/DOAS send questions back.

What You've Done

- Outline the steps that have already been taken.
- Reference specific job aids or what-if scenarios.

Screenshots

- **Attach Supporting Documentation:** Include screenshots or error messages (if allowed).

Descriptors

- Provide the transaction number, date and time of the issue, etc., when applicable.
- **Explain Business Impact:** Send the agency name, module, and user impact (how many users, urgency, business impact).

Contact Information

- Follow-up may be needed, and that can't happen without your contact information **(VERY IMPORTANT).**
- **Avoid Duplicates:** Reply to the existing email thread.
- **Respond Promptly:** Provide requested information to facilitate troubleshooting.

Avoiding Duplicate Support Tickets

How the Contact Center reviews new requests

1



Review the Customer Record

The analyst reviews the customer's contact history before processing a new Service Request.

2



Check for Existing Requests

The analyst checks for open or recently-submitted requests related to the same issue.

3



Identify Duplicates

A new request for the same customer and issue is identified as a duplicate.

An accurate customer history. A coordinated support response.

What Happens to a Duplicate Ticket?

Support continues through the original Service Request



Duplicate Ticket

- Identified as a duplicate
- Includes the original Service Request number
- Closed; no additional work is performed



Original Ticket

- Remains open
- Continues through troubleshooting, resolution or escalation
- Keeps all support activity in one request

The customer is informed that an existing request is open and being actively worked.

Where Do I Go for Help?



Email

HRA@doas.ga.gov



Phone

404-656-2705



Ask a Question

Available on the Human Resources webpage of the Department of Administrative Services website.



Coming Soon

“Chat with Us” on the website.

GA@WORK HCM Workshops

Satonya Payne

Workshop Highlights and Successes



Five Total Workshop Sessions

- 2 **HR Core Sessions** (including payroll and time and absence),
- 1 **Recruiting Session**, and
- 2 **Benefits Sessions**.

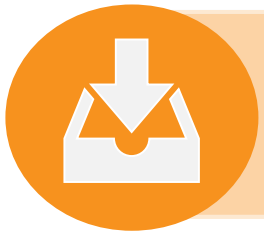
Total of 239 attendees across workshop sessions.



Ticket Resolutions

Participants were able to **successfully resolve all open tickets** for each workstream over the course of the workshops.

Key GA@WORK Recruiting Process Highlights (1/2)



Internal Candidates Apply Through Jobs Hub

Candidates cannot edit submitted applications or view completed submissions.



Validate Before Finalizing Actions

Validate candidate stages, disposition reasons, and correspondence before finalizing actions. Follow approved GA@WORK guidance for exceptions.



Document Actions Accurately

Document actions accurately to support reporting, audit history, and compliance.

Key GA@WORK Recruiting Process Highlights (2/2)



Unposting, Freezing, and Closing Requisitions

Unposting removes a posting from candidate view. Freezing temporarily pauses recruiting. Closing ends recruiting for the requisition.*

**Confirm outstanding candidate actions and use the appropriate status, reason, and close date.*



Veteran Status

Veteran Status is NOT an optional field.



Communication is Critical

Communication with losing agency and AVP is critical to agency transfers and rehire business processes.

Core Key Highlights

How to **properly update the compensation panel** for full-time (non-exempt), salaried employees?

The **Compensation Partner or HR Partner** must remove the hourly field and enter the correct salary amount. Once entered, select and finalize the task.

What is the difference between the **move worker** and **change job** functionalities?

- **"Move Worker"** is used for an organizational restructure, shifting 1+ employees from one sup org to another.
- **"Change Job"** is used for individual employee life cycle events, such as a promotion or transfer. This also typically involves changes to compensation, job profile, and position management.

Resolving Workstream-Specific Issues

Steps to resolve workstream issues:

1. Review the **Support Portal**, **Resource Library** and **Job Aids** for resolution.
2. Collaborate with other team members within your agency, which may include your SuperUser.
3. Collaborate with other agencies.
4. Discuss your concerns in learning platforms such as Super User Sessions or Community Meetings
5. Provide detailed information in a ticket to obtain resolution.

Job Aids and Support Resources

- Learning Help Form - https://service.doas.ga.gov/app/LearningHelp
- Resource Library - https://sao.georgia.gov/gawork-resource-library
- Path to Benefits Eligibility Chart – Available on the Support Portal

Contact us

GA@WORK_Training@SAO.GA.GOV

Submit learning help: https://service.doas.ga.gov/app/LearningHelp

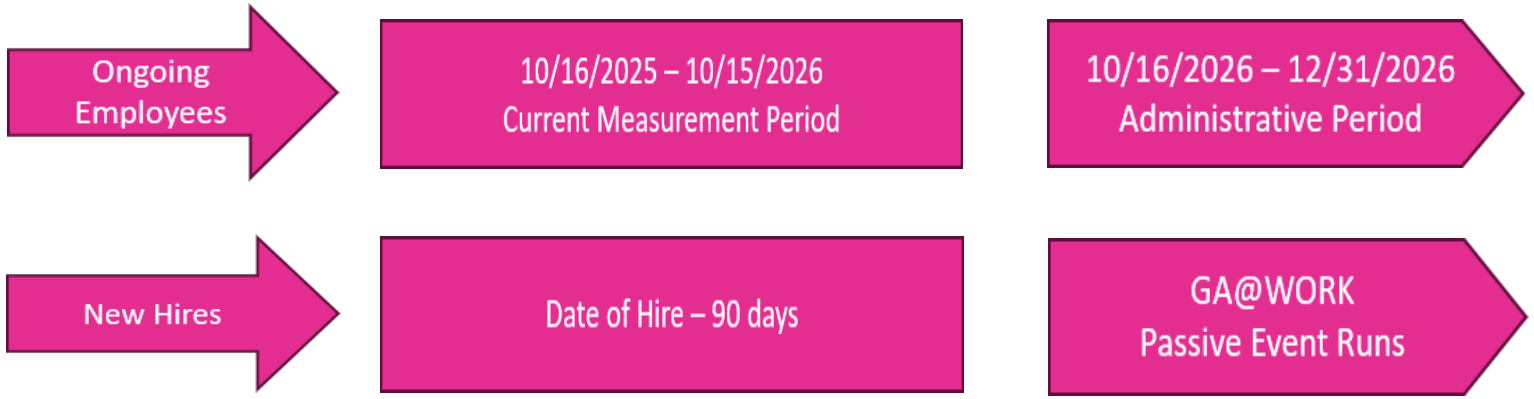
Submit training feedback

Benefits Workshop Highlights





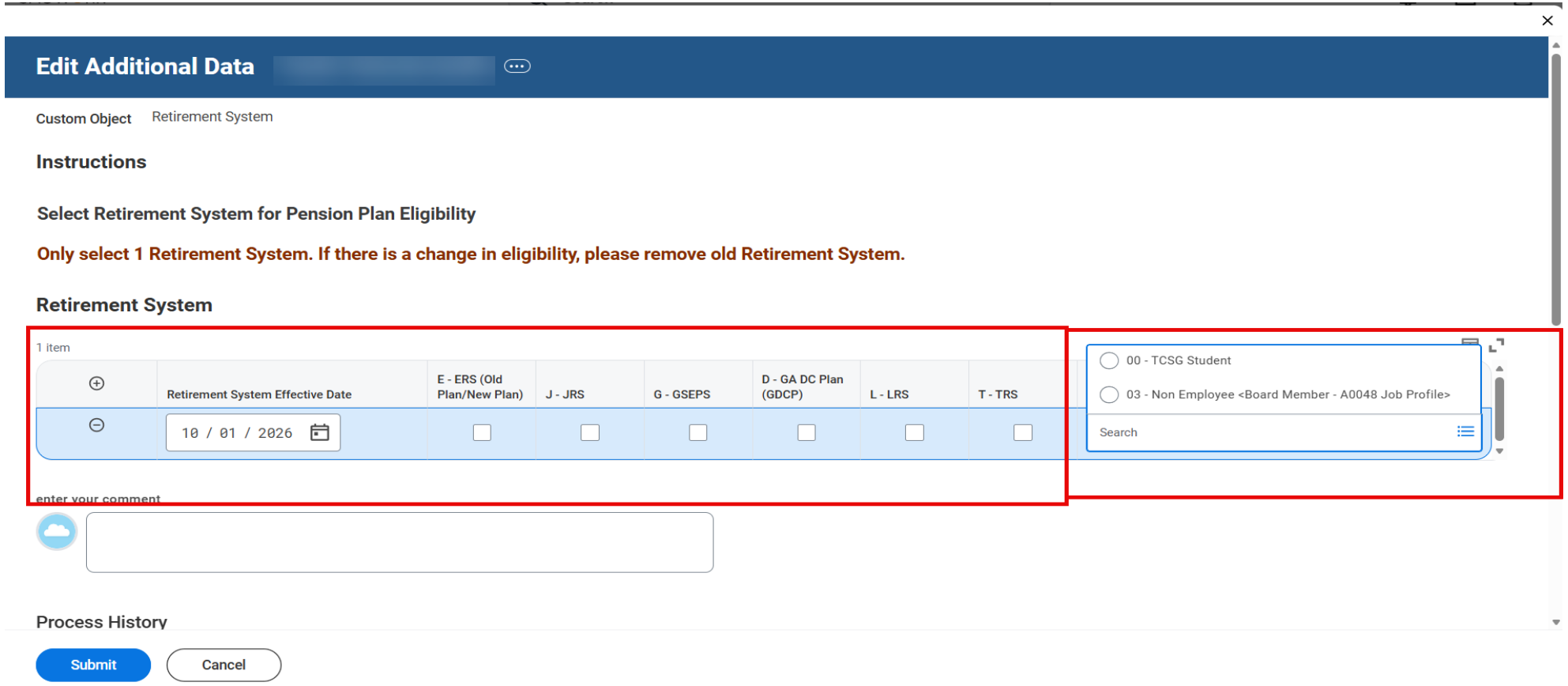
Affordable Care Act (ACA) Requirements Process - Tracking paid hours for ACA eligibility



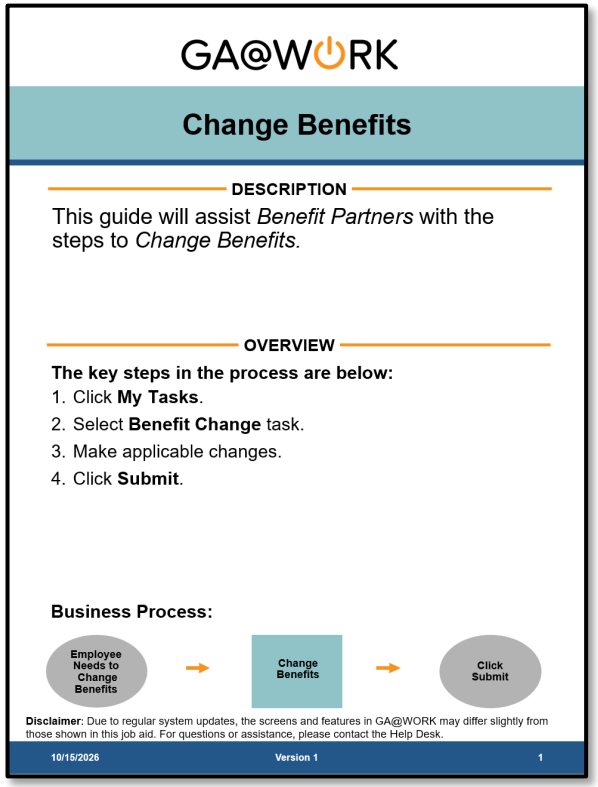


- Ongoing Employee - An employee who has been employed by an applicable large employer for at least one complete standard look-back/measurement period.
- New Hires – For ACA, GA@WORK will automatically track new hires' paid hours during their first 90 days of employment. If ACA requirements are met within the 90 days of employment, medical coverage will be offered.

Selecting the Correct Retirement System



Benefits Job Aids and Support Resources



GA@WORK

Change Benefits

DESCRIPTION

This guide will assist *Benefit Partners* with the steps to *Change Benefits.*

OVERVIEW

The key steps in the process are below:

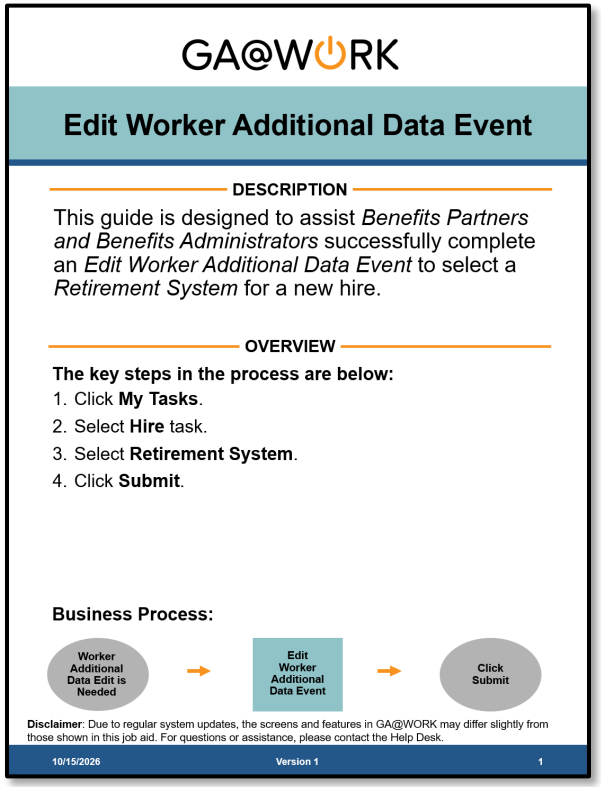
1. Click **My Tasks**.
2. Select **Benefit Change** task.
3. Make applicable changes.
4. Click **Submit**.

Business Process:

Employee Needs to Change Benefits → Change Benefits → Click Submit

Disclaimer: Due to regular system updates, the screens and features in GA@WORK may differ slightly from those shown in this job aid. For questions or assistance, please contact the Help Desk.

10/15/2026 Version 1 1



GA@WORK

Edit Worker Additional Data Event

DESCRIPTION

This guide is designed to assist *Benefits Partners and Benefits Administrators* successfully complete an *Edit Worker Additional Data Event* to select a *Retirement System* for a new hire.

OVERVIEW

The key steps in the process are below:

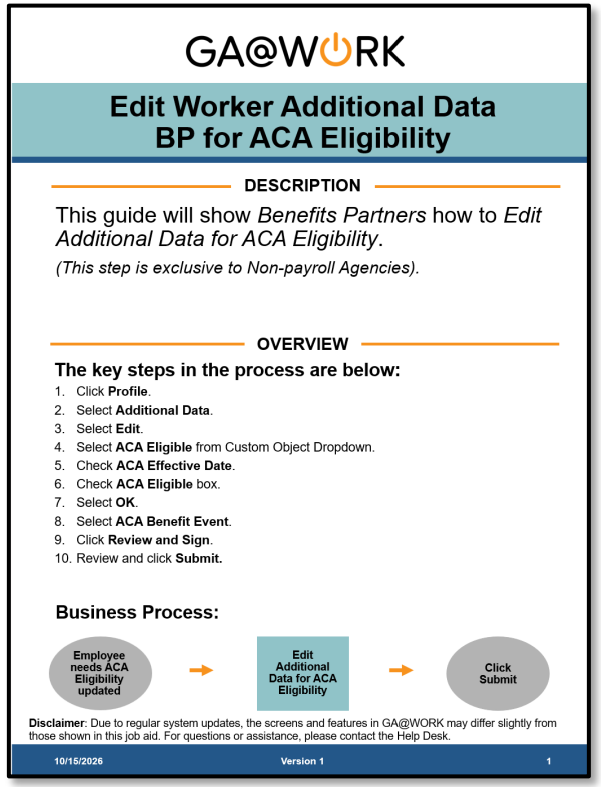
1. Click **My Tasks**.
2. Select **Hire** task.
3. Select **Retirement System**.
4. Click **Submit**.

Business Process:

Worker Additional Data Edit is Needed → Edit Worker Additional Data Event → Click Submit

Disclaimer: Due to regular system updates, the screens and features in GA@WORK may differ slightly from those shown in this job aid. For questions or assistance, please contact the Help Desk.

10/15/2026 Version 1 1



GA@WORK

Edit Worker Additional Data BP for ACA Eligibility

DESCRIPTION

This guide will show *Benefits Partners* how to *Edit Additional Data for ACA Eligibility*.

(This step is exclusive to Non-payroll Agencies).

OVERVIEW

The key steps in the process are below:

1. Click **Profile**.
2. Select **Additional Data**.
3. Select **Edit**.
4. Select **ACA Eligible** from Custom Object Dropdown.
5. Check **ACA Effective Date**.
6. Check **ACA Eligible** box.
7. Select **OK**.
8. Select **ACA Benefit Event**.
9. Click **Review and Sign**.
10. Review and click **Submit.**

Business Process:

Employee needs ACA Eligibility updated → Edit Additional Data for ACA Eligibility → Click Submit

Disclaimer: Due to regular system updates, the screens and features in GA@WORK may differ slightly from those shown in this job aid. For questions or assistance, please contact the Help Desk.

10/15/2026 Version 1 1

Pre-Hire Records and Task Reassignment Process

Tina Bufford

Checking for Prior State Employment and Rehire Eligibility (1/2)

HR and recruiters can check whether an employee record in GA@WORK shows a “Rehire Not Recommended” status.

For **active employees and employees terminated on or after January 1, 2026:**	Records from TeamWorks will appear in the **Pre-Hire Profile** during the Hire business process as an **Eligible for Rehire / Not Eligible for Rehire flag**. The reason for ineligibility will not be visible in GA@WORK.
For **employees terminated before January 1, 2026:**	**Recruiters will need to work with their HR Partner**, since recruiters do not have access to historical rehire status data. If the HR Partner needs assistance, they can email hra.core@doas.ga.gov.

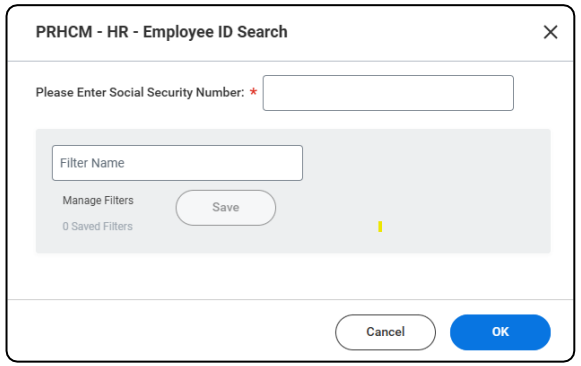
Note: Agencies must follow the statewide policy on Applicant Screening and Reference Checks for Current or Former State of Georgia Employees. If an agency is unable to communicate with the previous employer to obtain details concerning the applicant’s employment history, the agency should reach out to hra.core@doas.ga.gov.

Checking for Prior State Employment and Rehire Eligibility (2/2)

To review prior state employment and rehire status, HR Partners should:

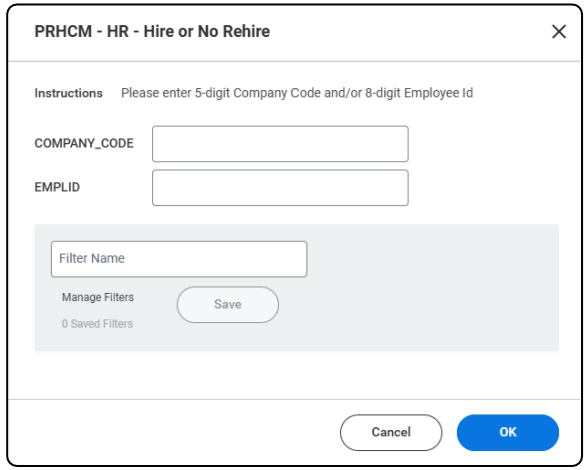
1 Search for the employee ID

Run **PRHCM - HR - Employee ID Search** and enter SSN without dashes to retrieve the employee ID.



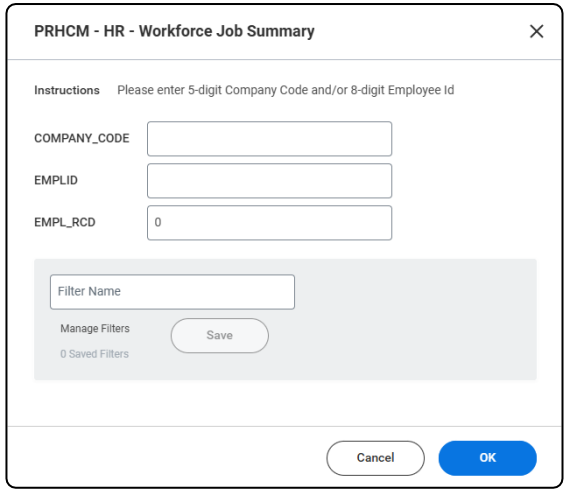
2 Check rehire status

Run **PRHCM - HR - Hire or No Rehire**



3 Review job history

Run **PRHCM - Workforce Job Summary** with employee ID only to retrieve the Workforce Job Summary from TeamWorks extract. You will only be able to see your own agency legacy data from Workforce Summary.



Task Reassignment Process

Effective October 15, 2026

What's Changing?

Effective October 15, 2026, tasks assigned to terminated employees will route to the employee's manager for reassignment instead of the **HR Partner.**

Managers will determine whether tasks should be completed, reassigned, or canceled.

Action Required

Managers should monitor tasks assigned to them following an employee's termination and take appropriate action.

HR Partners will no longer be the default recipients of these tasks. Agencies should ensure appropriate staff are aware of the updated process and their responsibilities.

Need Assistance?

For more information, review the **Initiate Termination Job Aid.**
If additional assistance is needed after reviewing the job aid, please submit a **support ticket**.

Leave Accrual for Rehired Retirees

Fe'Loy Gibbs

Rehired Retired employees' leave accrual

Effective Nov. 1, employees designated by Employee Retirement Services (ERS) as "Rehired Retirees" will be able to accrue annual and sick leave in GA@WORK.

WHAT

Rehired Retirees who work more than 20 hours per week will become eligible to accrue applicable paid time off and leave benefits upon reaching 1,040 hours of service.

HOW

The system will check payroll to determine how many hours the retiree has been paid during the calendar year.

WHERE

Employees can reference the Absence menu under their profile to see their annual and sick leave balance.

Annual Leave Conversion Payout

Annual Leave Conversion Payout

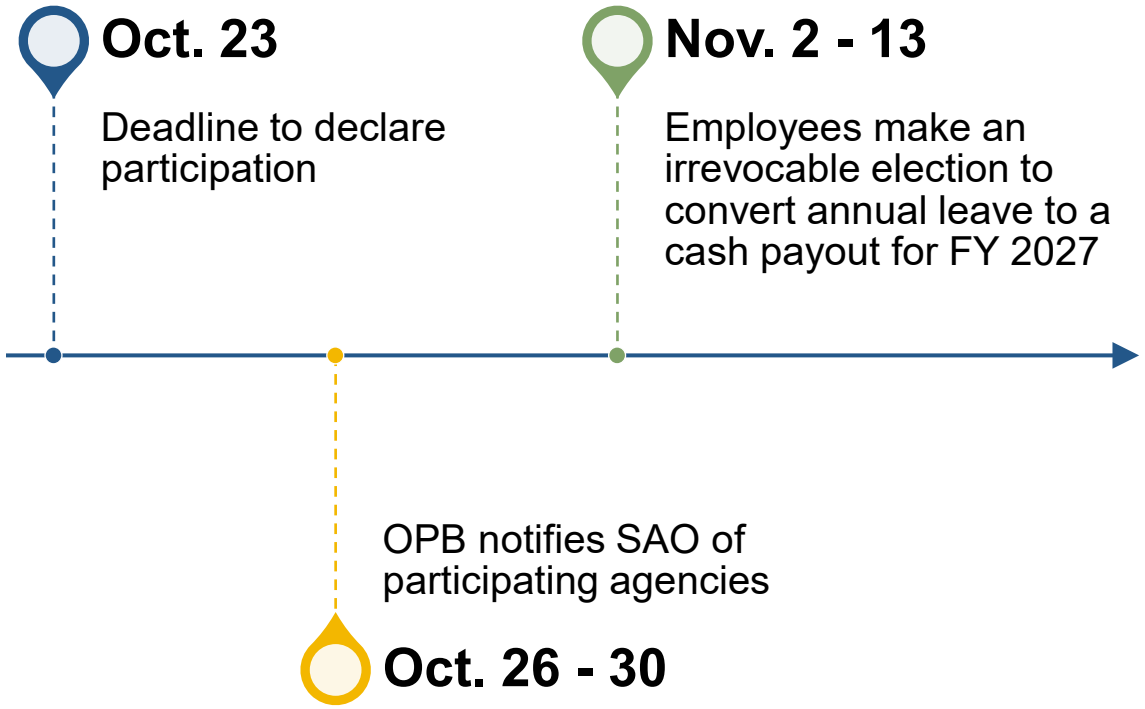
Employees may elect to convert 40 hours of their accrued annual leave once per fiscal year into a cash payout upon certification from the Office of Planning and Budget (OPB).

How to Participate

Employees must be in active pay status with an accrued leave balance of at least 160 hours of annual leave and 80 hours of sick leave prior to electing to convert 40 hours of their annual leave to a cash payout.

Each state agency, must attest to the Office of Planning and Budget (OPB) that they have sufficient availability of funding for participation in the program prior to employees being able to request the leave conversion.

Annual Leave Conversion Timeline



Open Enrollment

Leneequa Morris

2027 Open Enrollment

Key Dates, Reminders and Resources

Key Dates & Reminders

Open Enrollment

Oct 19 – Nov 7



Enrollment closes **Nov 7 at 12:59 a.m.**

Alight (GaBreeze) has sent a kickoff email and will also send two reminder emails.

Enroll early at www.GaBreeze.ga.gov.

Open Enrollment Resources

Available on the Team Georgia website:

- Flexible Benefits Interactive Guide
- Benefits Handbook
- 2027 Flexible Benefits Rates
- Benefits-at-a-Glance

FLEXIBLE BENEFITS FOR YOU

Open Enrollment for Plan Year 2027

Review your benefits options and enroll early!

Reminders, Upcoming Webinars and Training

Carla Gracen

Performance Management ILT sessions

Performance Management Instructor-Led Training (ILT) sessions will be delivered **virtually** and are designed to provide **Talent Partners and HR Partners** with guidance and hands-on practice for launching the performance management business processes in GA@WORK.

Time and Date

All sessions will be held from **9 a.m. – 12 p.m.**

- **Thursday, Oct. 22 | 9 a.m. – 12 p.m.**
- **Tuesday, Oct. 27 | 9 a.m. – 12 p.m.**

Registration

Participants should **register for the Performance Management course directly in GA@WORK** and select the session that best fits their schedule.

How to register for Training in GA@WORK:

- Log in to **GA@WORK** and select **My Learning**.
- Search for the **course**.
- Select the desired **course offering/date**.
- Click **Enroll** to register.

Participants are only required to attend one session.

Upcoming Instructor-Led Trainings

Take advantage of these upcoming **instructor-led training opportunities** to expand your knowledge, strengthen your skills, and support your continued professional development.

The latest ILT schedule, and how to register, is always in GA@WORK Learning.

Training	Date	Time
Recruiting & Onboarding	**October 20**	9:00 AM – 1:00 PM
Manage Compensation	**October 21**	9:00 AM – 11:00 AM
Manage HR Transactions	**October 21**	1:00 PM – 3:00 PM
Performance Management	**October 22 & 27**	9:00 AM – 12:00 PM

End of Year Webinar

Date / Time

Tuesday, November 10 | 10 a.m. – 12 p.m. *(webinar/virtual)*

Invitees

Payroll Partners | Benefits Partners | HRDs |

Topics

HR related

- Employee personal data updates
- Employee detail verifications
- Record archiving

Benefits

- Open enrollment processes
- Pension and Peach State Reserves updates
- Benefits reconciliations, following the open enrollment
- Flexible benefits annual benefits base rate (ABBR) process
- Group term life insurance for imputed income process

Payroll

- Reconciliation processes
- Compliance and tax reporting preparation and updates
- 2026 W-2 preparation

Time and absence

- Leave management & policy alignment

Finance/accounting adjustments

- Benefit premium payments
- Benefit adjustments
- Benefit reconciliations

Learning about Support Portal updates

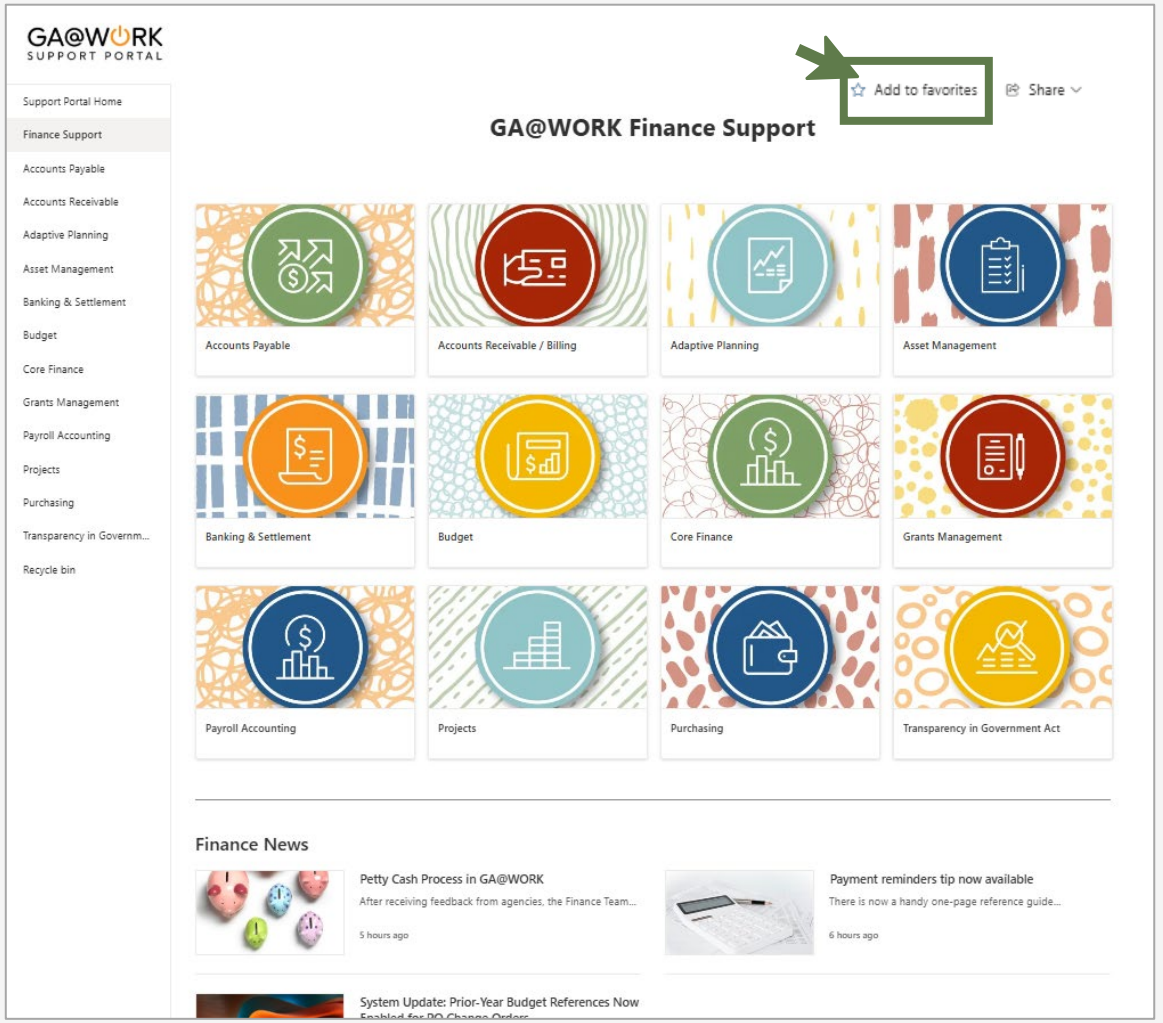
Call to action

ONLY GETS Agency can Favorite a Support Area page on the Support Portal to receive a weekly "News That You Might Have Missed" notification:

- Finance
- HCM
- Payroll
- Procurement
- Security
- Supplier
- Travel & Expense
- Training

How it works

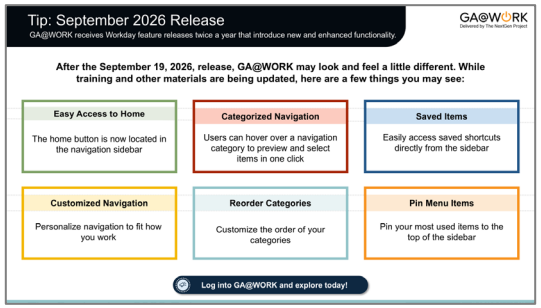
Favoriting a Support Area page will enable the weekly notification of news and alerts.



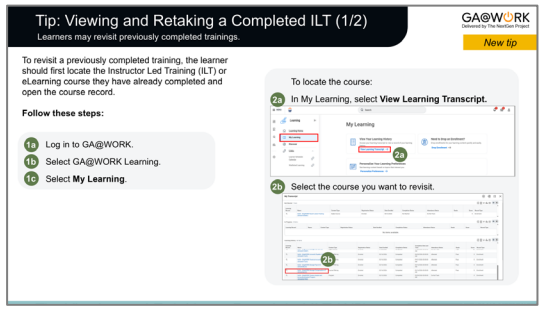
New Tips available

All Tips are available on both the GA@WORK Resource Library and Support Portal.

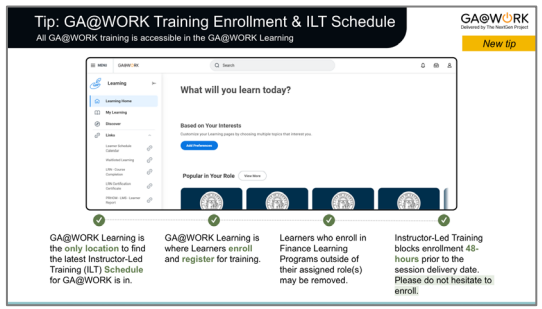
For everyone



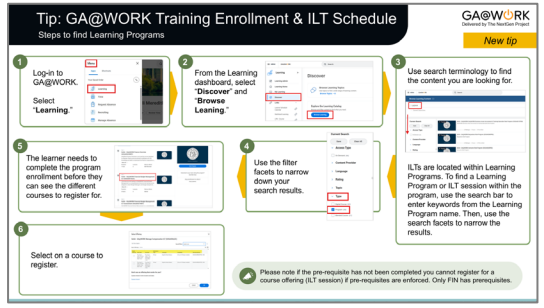
September 2026 Release



Viewing and Retaking a Completed ILT

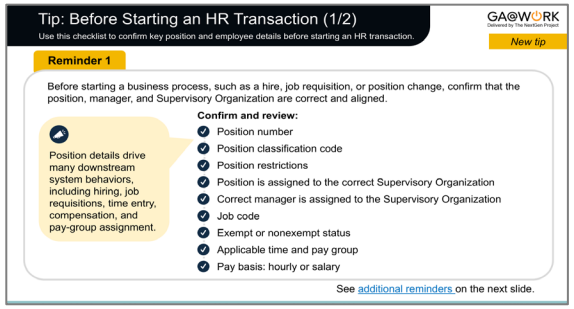


Training Enrollment & ILT Schedule



Finding a Learning Program

For HCM Professionals



Before Starting an HR Transaction


thank you!



2027 HR Community Meeting Dates

February 9, 2027
May 11, 2027
July 13, 2027
October 19, 2027



2026 Employee Benefit Plan Council/ State Personnel Board Meeting Dates

- November 17, 2026

Feedback Survey – HR Community Meetings

Thank you for attending the October 20, 2026, HR Community Meeting! Please leave your feedback on the meeting by scanning the QR code below or via the following link: https://survey.alchemer.com/s3/9050600/HR-Community-Meeting-Feedback-October-2026.

