Instructions to Access and Run TeamWorks HCM Query to Identify Supervisors and Managers

To assist your agency with the task of gathering the list of supervisors and managers in order to register them in the mandatory Sexual Harassment Prevention for Supervisors and Managers online training course, a query retrieving the necessary data for registration has been developed. Providing the necessary data for registration and enrollment of the supervisors and managers in the required Sexual Harassment Prevention for Supervisors and Mangers online training is the agency's responsibility. To do this, it is necessary to:

- Run this query
- Review the query results for correctness and completion
- Submit the validated data through Georgia.learning@doas.ga.gov

ZHR099_MANAGERS_SUPERVISORS has been developed to assist HR contacts to identify managers, supervisors, directors and leaders in your agency. Each agency is responsible for enrolling supervisors and managers for Sexual Harassment Prevention training by submitting a spreadsheet to Georgia.learning@doas.ga.gov. For more information on this requirement, refer to the DOAS Website.

In order to access and run the query, sign into TeamWorks and have security access to HR data and to run queries.

The query lists all supervisors, managers and leaders as indicated by the Manager Level in the Job Data table. The query will prompt you to enter your three-digit numeric Company code and Department ID. You may use the wildcard (%) to filter specific departments.

The query provides a report containing the following data:

- Employee ID
- First Name
- Last Name
- Email Address
- Agency Name
- Department ID
- Department Description
- Company
- Job Title
- Job Code
- Manager Level.

After running the query, you will export the results of the query to an Excel spreadsheet file format. It is important that you verify the information is correct and complete before submitting it to Georgia.learning@doas.ga.gov

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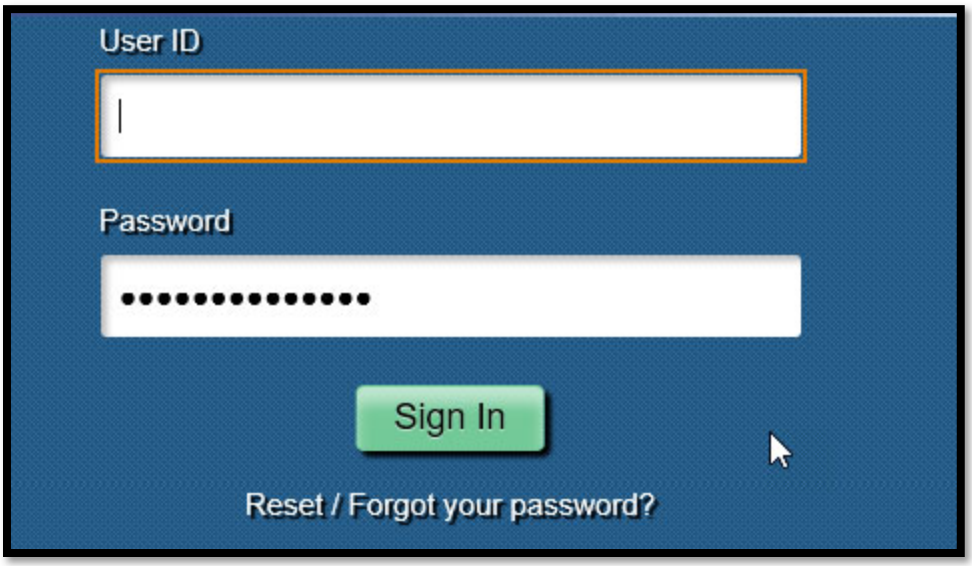
Important Notes:

- The query is based on the Manager Level, thus some supervisors or managers listed may not have reporting staff. Conversely, some who do have reporting staff may not be listed, if their Job Code is not associated with a supervisor or manager.
- The query only works for agencies using the State-Wide Salary Plan (SWD) and Senior Executive Salary Plan (SRE). Independent pay plans will not have the Manager Level field populated.
  It is the agency's responsibility to ensure all supervisors and managers are submitted for registration and enrollment in the Sexual Harassment Prevention for Supervisors and Managers Training.

Instructions

Sign in to TeamWorks.



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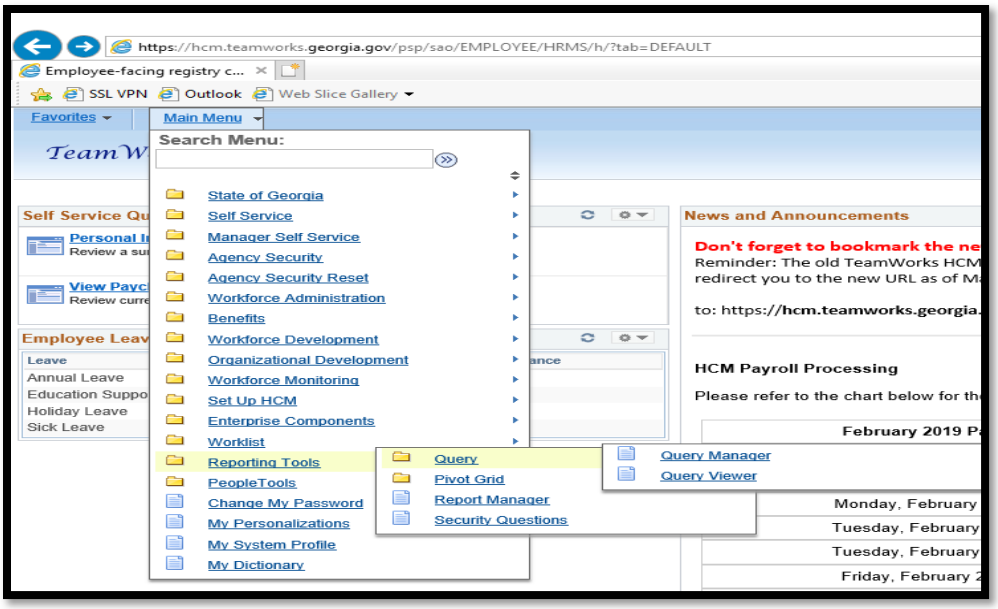
Navigation to Query

Main Menu>Reporting Tools>Query>Query Manager

If you do not have Query Manager, then you can use Query Viewer



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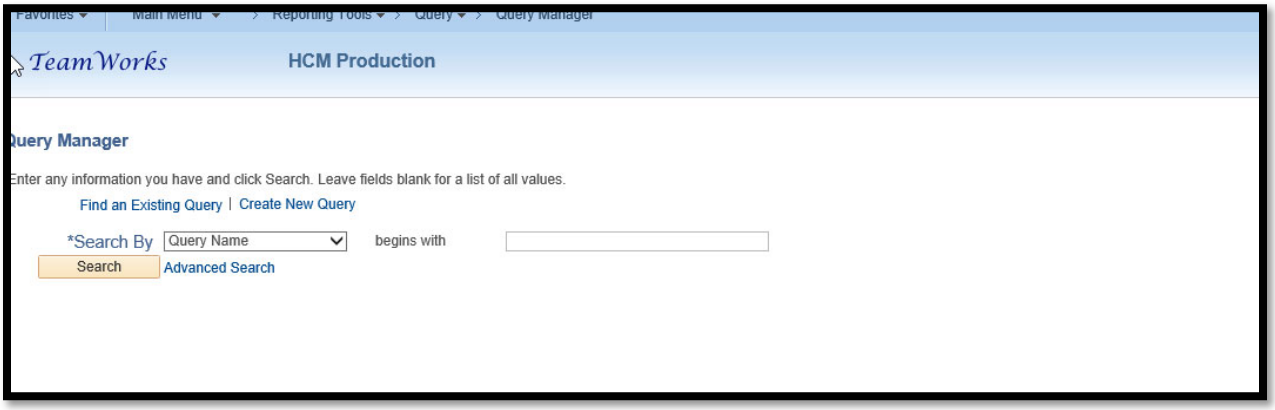
Using Query Manager

Find an Existing Query

Click **'Find and Existing Query'** in the **begins with** field, enter the name of the query **ZHR099_MANAGERS_SUPERVISORS** then click **Search**. The query will display.



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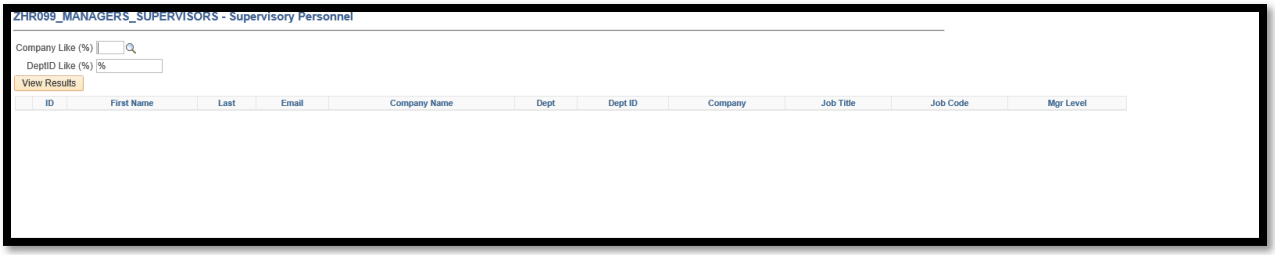
Export the Query to Excel

1. Click the Excel link under Run to Excel.
2. [Optionally] enter your agency's **Company** code. You can use the % to filter a subset of Companies.
3. [Optionally] enter a **Department ID**. You can use the % to filter a subset of departments.
4. Click View Results

You will get a prompt on **Company** and **Department ID**. You can use the Wildcard Search (% sign) in the **Department Field.** By using the Wildcard Search all departments for your company will display. Or you can run by adding the **Department** code.



Validate the Report

1. Review the list to ensure it includes all supervisors and managers in your agency.
2. Add supervisors and managers in your agency that should be included.
3. Save and submit the Excel spreadsheet to Georgia.learning@doas.ga.gov.