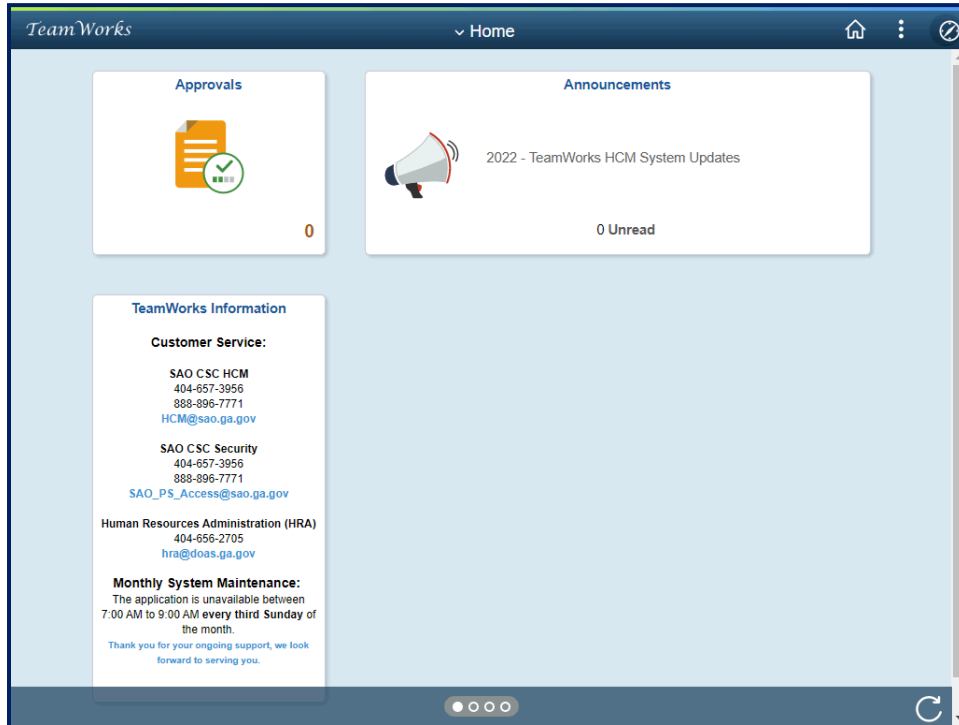

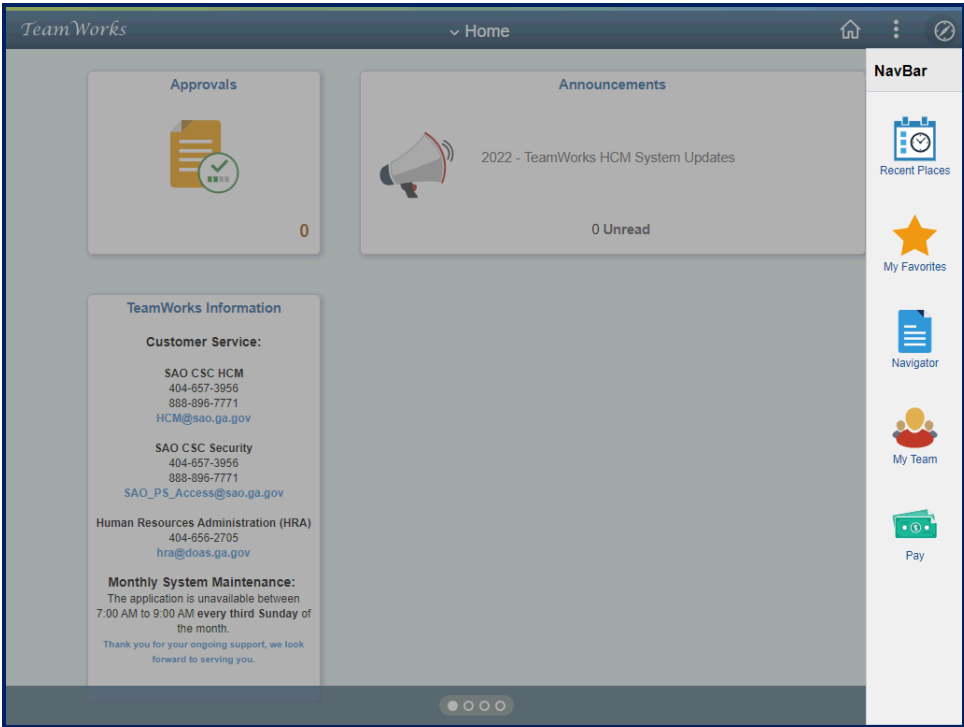
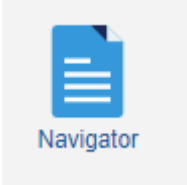


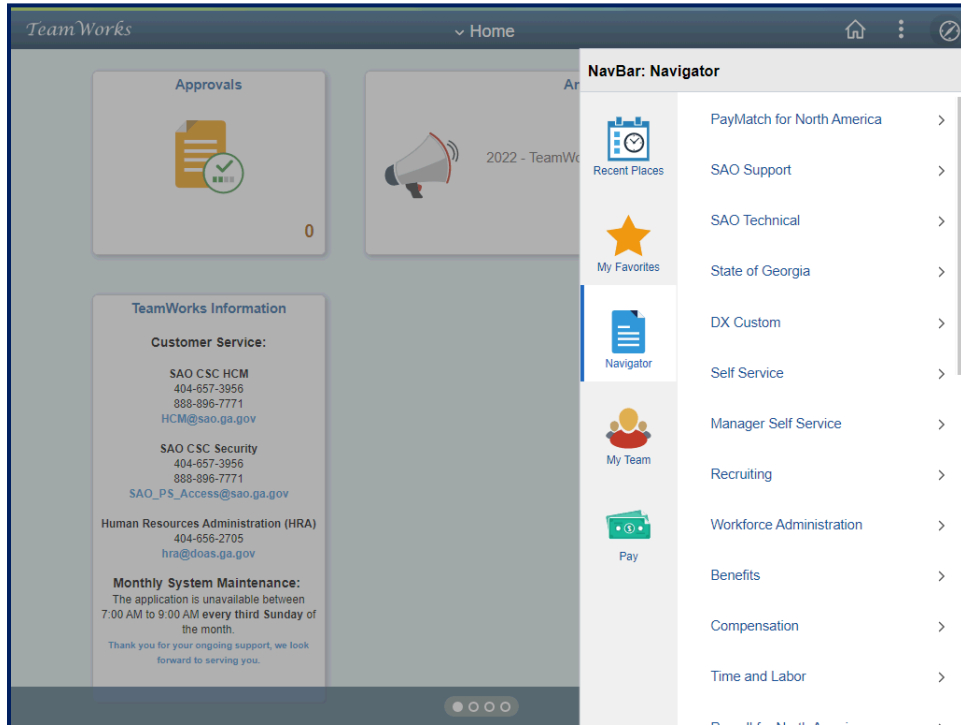
Annual Leave Payout - Agency Opt In/Out



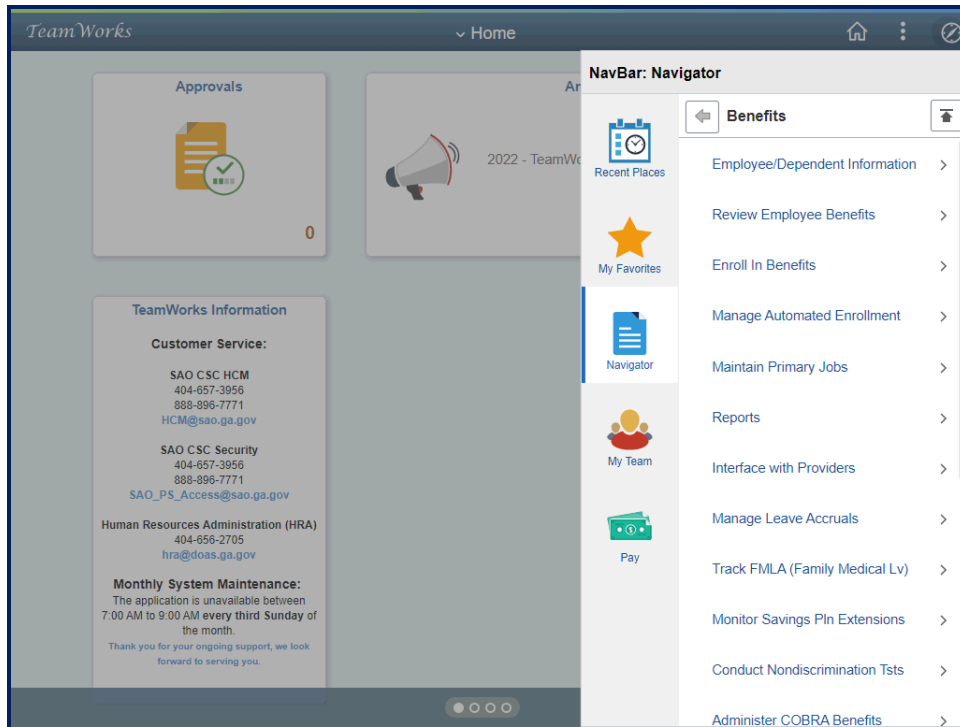
Step	Action
1.	<p>Begin by navigating to the ALCP Agency Declaration page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks HCM system, please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click the NavBar link.</p> 



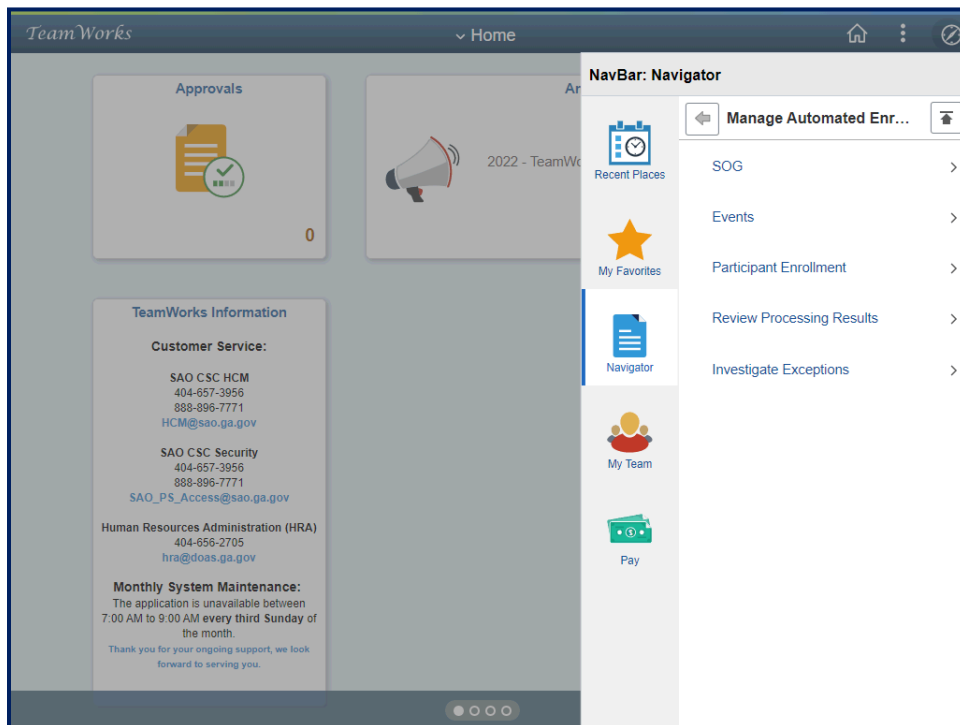
Step	Action
2.	Click the Navigator link. 




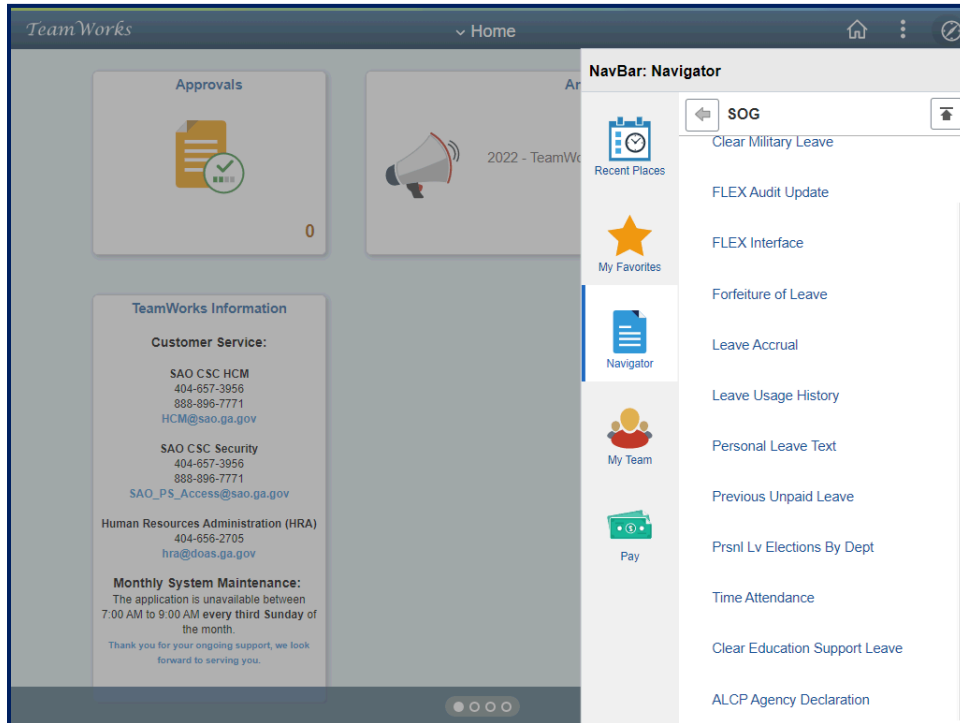
Step	Action
3.	Click the Benefits link. <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 5px;">Benefits</div>



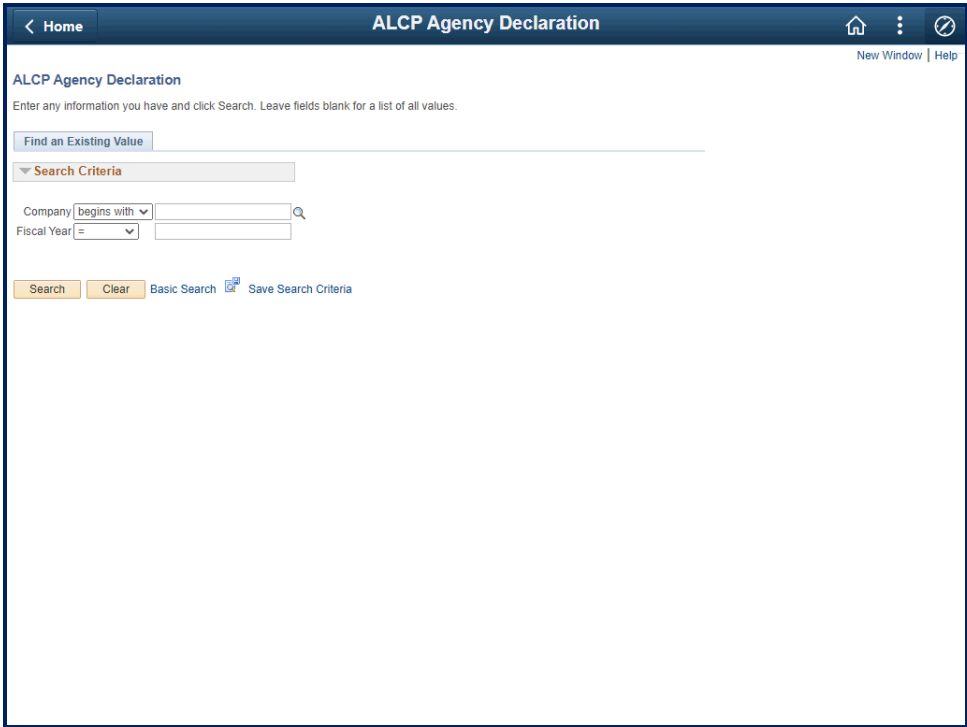
Step	Action
4.	Click the Manage Automated Enrollment link.




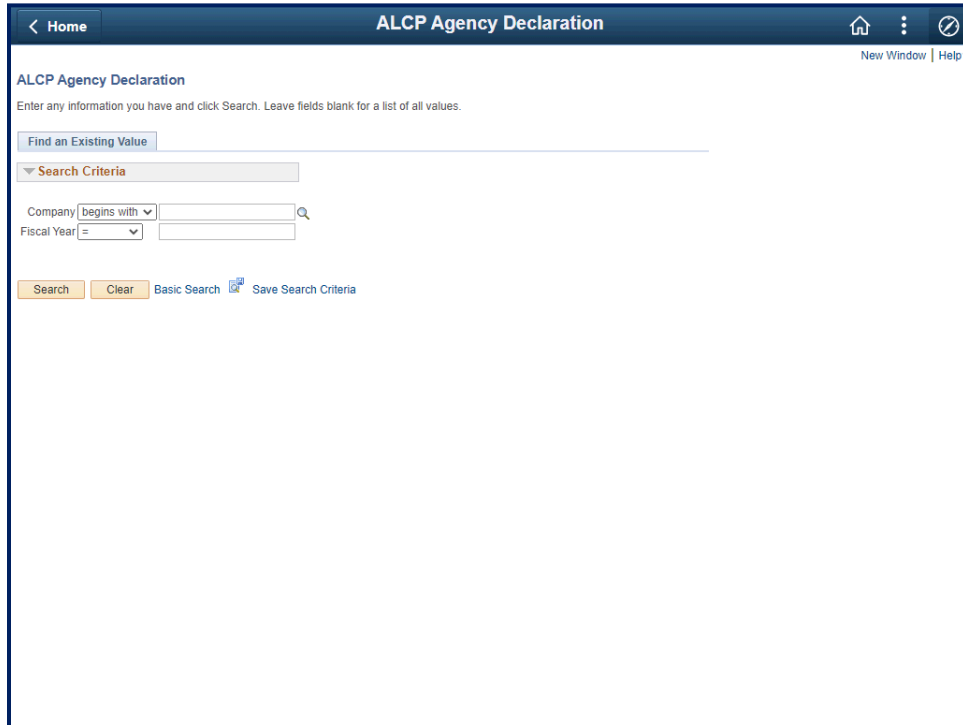
Step	Action
5.	Click the SOG link. 




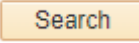
Step	Action
6.	Click the ALCP Agency Declaration link. 



Step	Action
7.	Click in the Company field. 

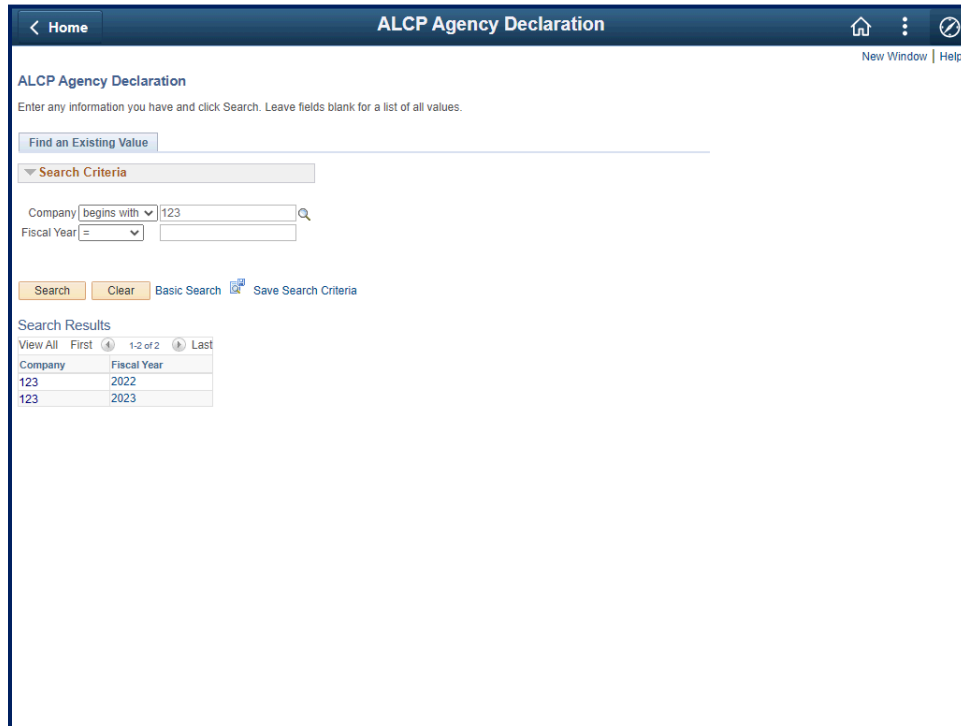


Step	Action
8.	Enter the appropriate information into the Company field. For this example, type 123 . 

Step	Action
9.	Click the Search button. <div style="text-align: center; margin-top: 10px;">  </div>

Search Results	
View All	First
1-2 of 2	
	Last
Company	Fiscal Year
123	2022
123	2023

Step	Action
10.	Notice in the Search Results , the system displays search options for Fiscal Year 2022 and 2023 .



Step	Action
11.	Click the 2022 link.

Search Results

View All First 1-2 of 2 Last

Company	Fiscal Year
123	2022
123	2023

ALCP Agency Declaration

Company: 123 Georgia Bulldog Champions Opt-in to participate: No

Fiscal Year: 2022

Employee Count: 188

Total Hours: 7,520.00

Total Dollars: \$190,396.00

Excluded Departments

Department	Description

Save Return to Search Previous in List Next in List Notify

Step	Action
12.	After selecting Fiscal Year 2022, notice the Opt-in to participate field is grayed out. This means that no selection can be made for fiscal year 2022

ALCP Agency Declaration

Company: 123 Georgia Bulldog Champions Opt-in to participate: No

Fiscal Year: 2022

Employee Count: 188

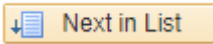
Total Hours: 7,520.00

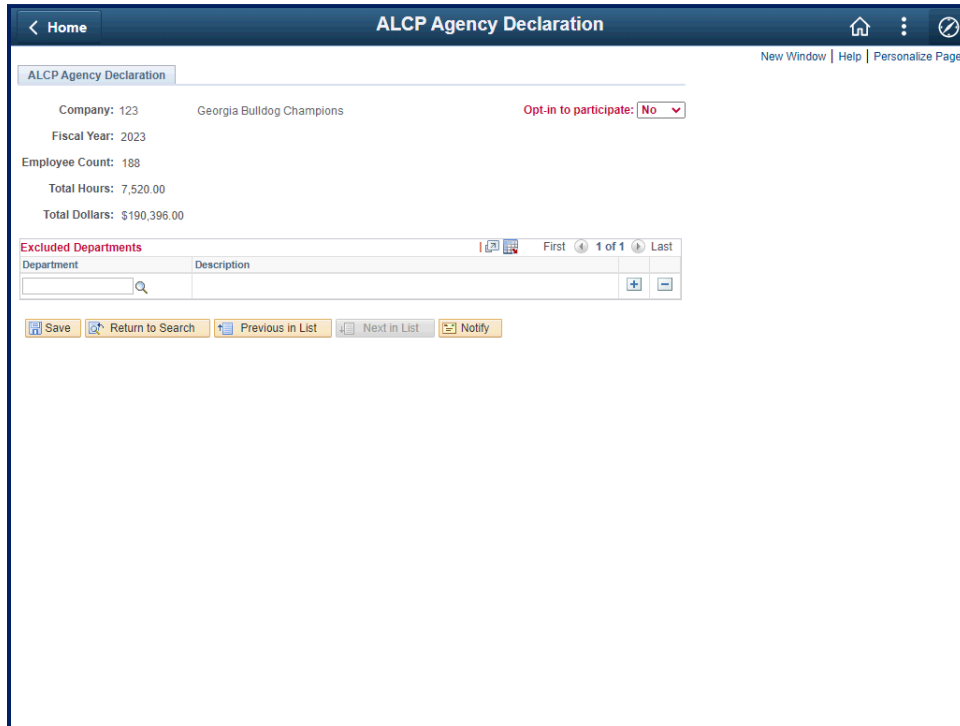
Total Dollars: \$190,396.00


Excluded Departments

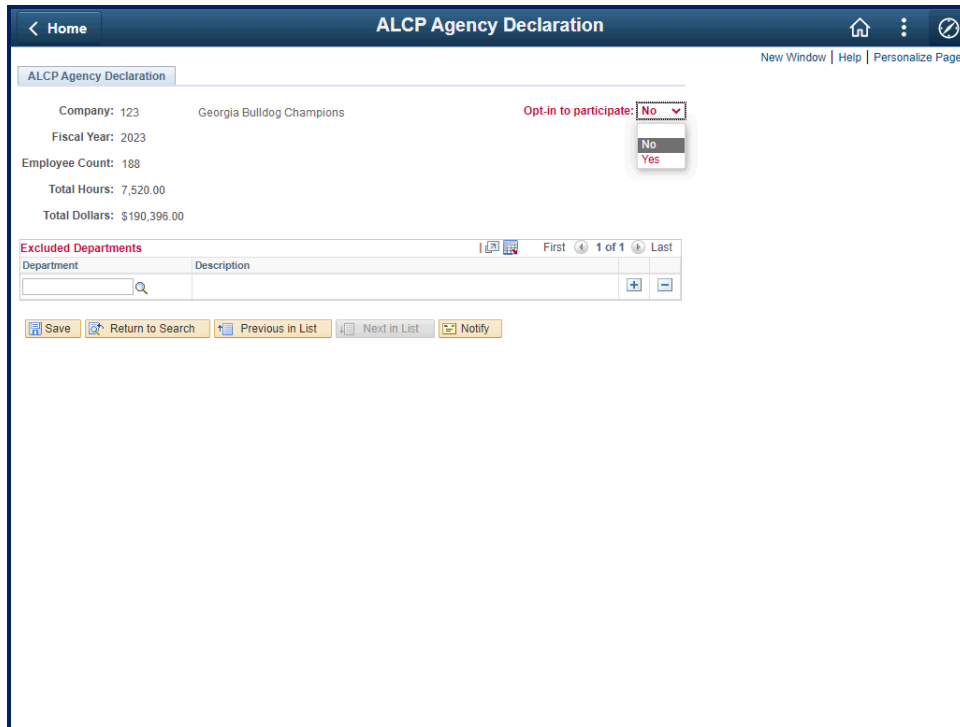
Department	Description


Save Return to Search Previous in List Next in List Notify

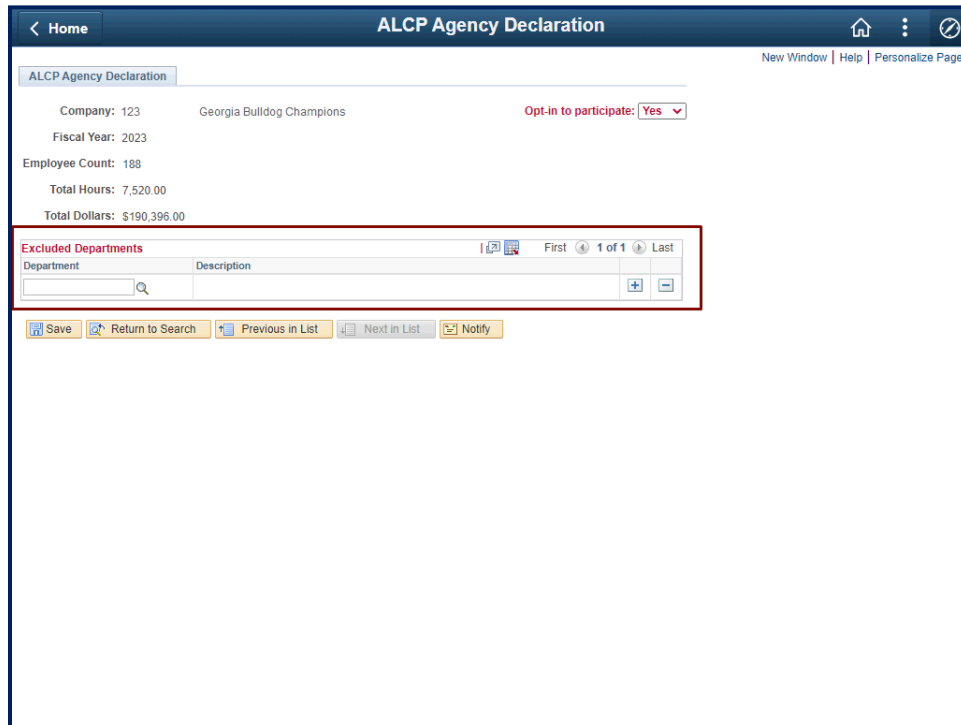
Step	Action
13.	Click the Next in List button. 



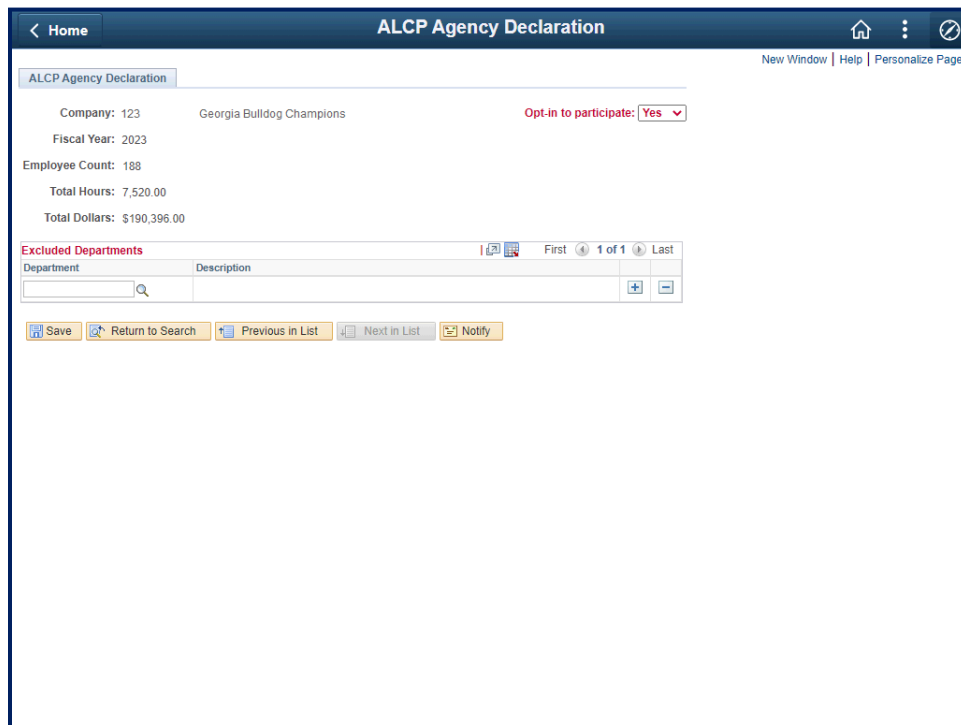
Step	Action
14.	Notice how the Opt-in to participate field defaults to No. Click the Opt in to participate drop-down list. Opt-in to participate 

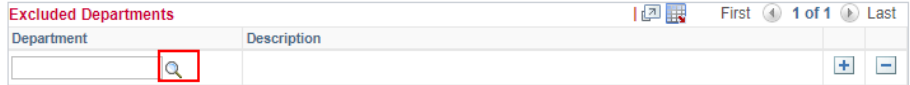


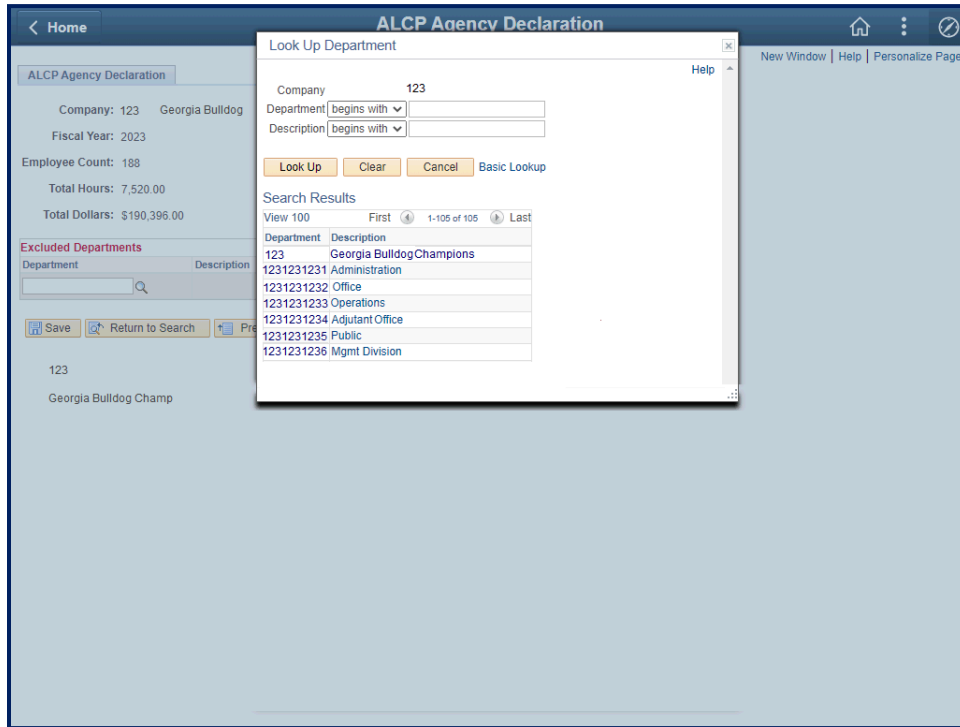
Step	Action
15.	<p>Note: If agency will not be participating in the ACLP Agency Declaration payout, accept the default value of No and click Save.</p> <p>For this example, click the Yes from the drop down list.</p> 

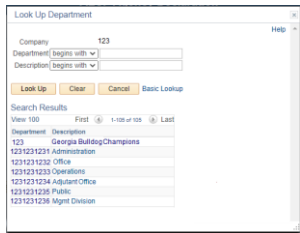


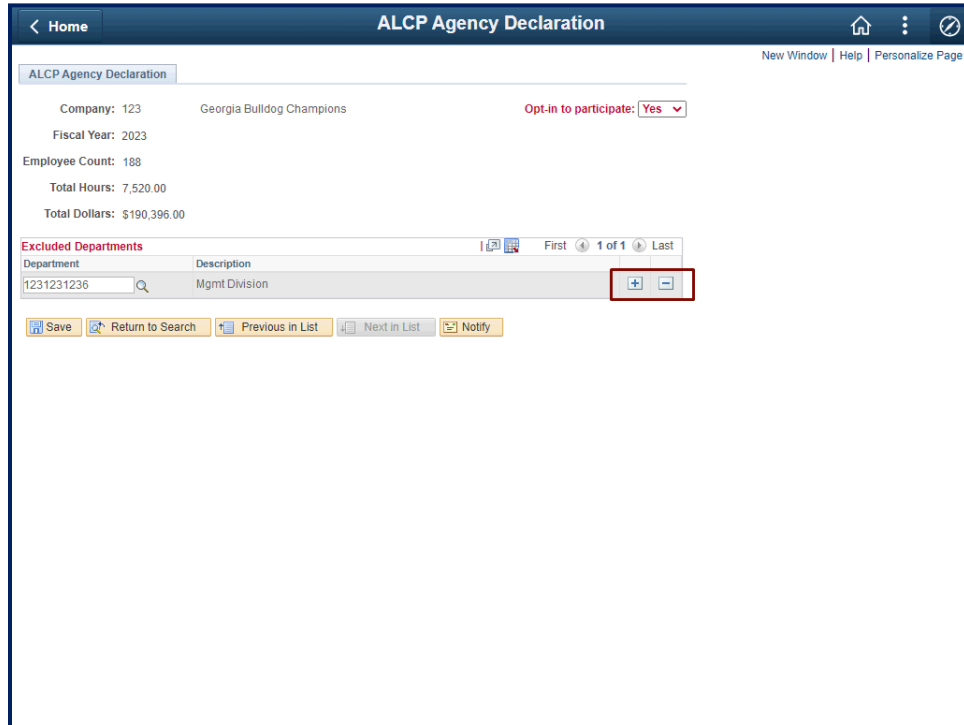
Step	Action
16.	Using the Excluded Departments section, agencies have the option include or exclude selected departments from the ACLP Agency Declaration payout.



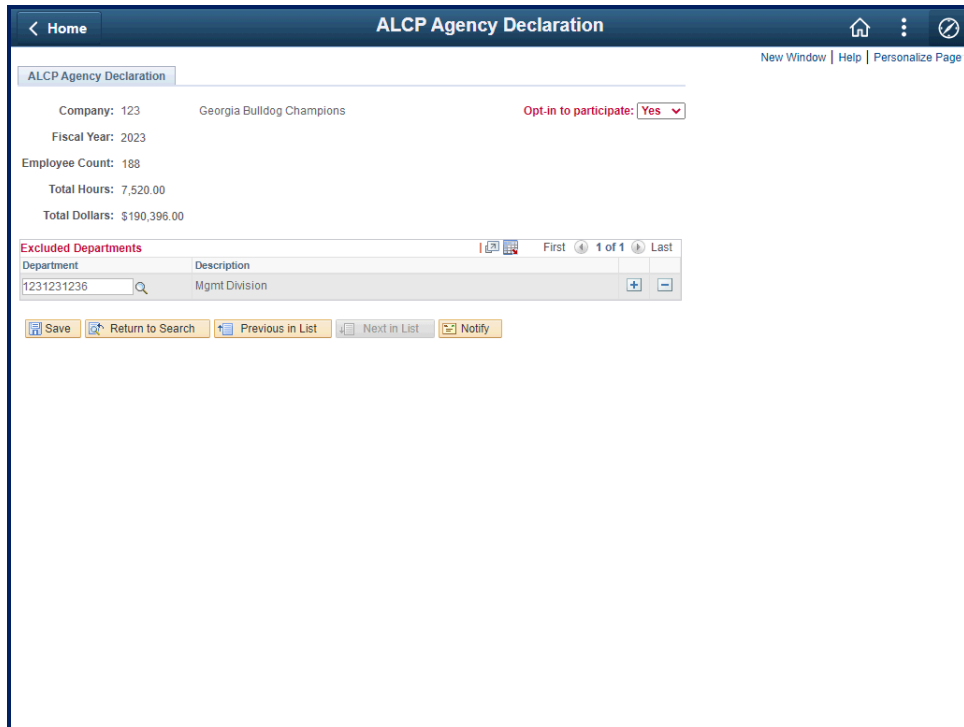
Step	Action
17.	<p>For this example, the agency has decided to exclude one department from the program.</p> <p>Click the Search button.</p> 



Step	Action
18.	<p>For this example, click the 1231231236 - Mgmt Division link.</p> 



Step	Action
19.	<p>Note: To add additional Departments, click on the (+) sign or click on the (-) sign to delete a department.</p> <p>For this example, no additional departments will be added.</p>



ALCP Agency Declaration

Company: 123 Georgia Bulldog Champions Opt-in to participate: Yes

Fiscal Year: 2023

Employee Count: 188

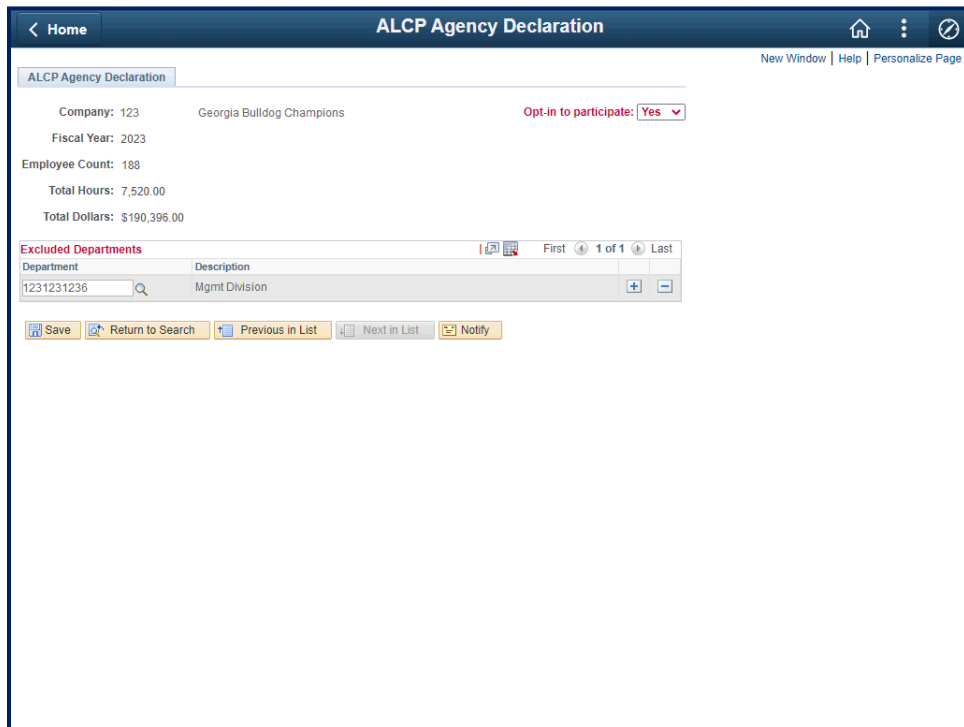
Total Hours: 7,520.00

Total Dollars: \$190,396.00

Department	Description
1231231236	Mgmt Division

Save Return to Search Previous in List Next in List Notify

Step	Action
20.	Click the Save button.



ALCP Agency Declaration

Company: 123 Georgia Bulldog Champions Opt-in to participate: Yes

Fiscal Year: 2023


Employee Count: 188

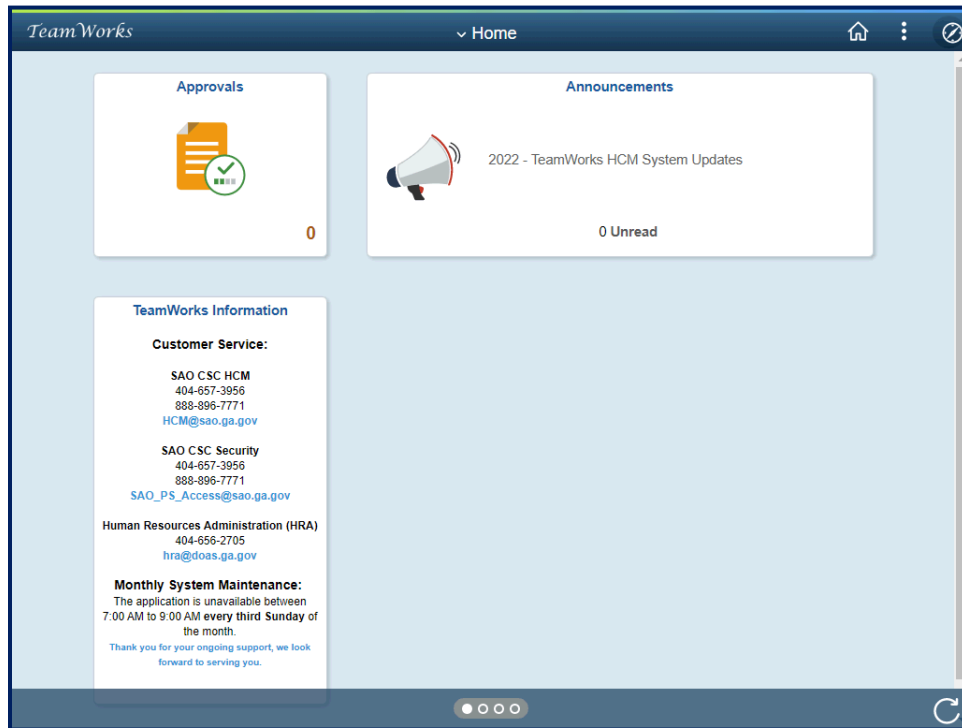
Total Hours: 7,520.00

Total Dollars: \$190,396.00

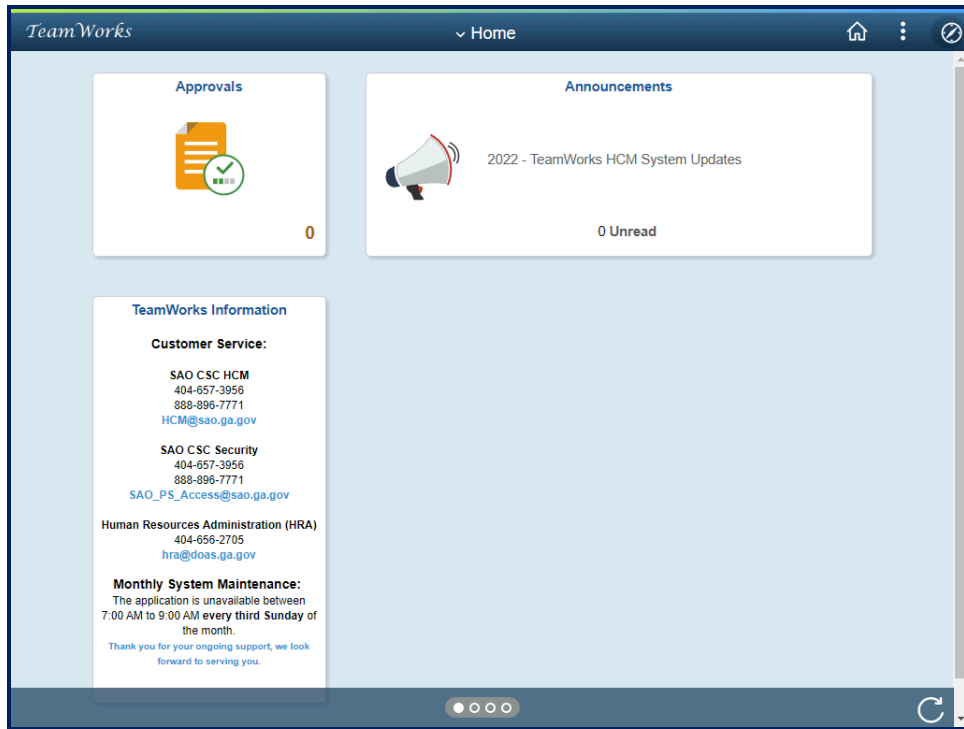
Department	Description
1231231236	Mgmt Division

Save Return to Search Previous in List Next in List Notify

Step	Action
21.	<p>Once the options is saved, the user can click the Home button to return to the home page.</p> 



Step	Action
22.	<p>Note: Users have the option to return to the ALCP Agency Declaration page to confirm the Opt-in to participate field now reads "Yes".</p> <p>Using the following navigation: NavBar > Navigator > Benefits > Manage Automated Enrollment > SOG > ALCP Agency Declaration</p>



Step	Action
23.	<p>Congratulations! You have completed the Annual Leave Payout - Agency Opt In/Out topic.</p> <p>End of Procedure.</p>