

Annual Leave Payout - Employee Opt In/Out



Step	Action
1.	Begin by navigating to the ALCP Employee Election page.
	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.
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Step	Action
2.	Click the Navigator link.
	Navigator



TeamWorks		~ H	ome		<u></u> ه	Ø
Approvals			Ar	NavBar: Navi	gator	
-		Δ.			PayMatch for North America	>
			2022 - TeamWo	Recent Places	SAO Support	>
	0	-		+	SAO Technical	>
				My Favorites	State of Georgia	>
TeamWorks Inform	ation				DX Custom	>
SAO CSC HCM	e:			Navigator	Self Service	>
888-896-7771 HCM@sao.ga.gov	,			<u>.</u>	Manager Self Service	>
SAO CSC Security 404-657-3956 888-896-7771	y 93.90%			My Team	Recruiting	>
Human Resources Administr 404-656-2705	ation (HRA)			• 3 •	Workforce Administration	>
hra@doas.ga.gov Monthly System Mainte	enance:			Pay	Benefits	>
The application is unavailabl 7:00 AM to 9:00 AM every thir the month. Thank you for your ongoing sup	e between d Sunday of port, we look				Compensation	>
forward to serving yo	u.				Time and Labor	>

Step Action	
3. Click th	ne Self Service link.
Se	If Service





Step	Action		
4.	Click the ALCP Employee Election link.		
	ALCP Employee Election		



< Home		ALCP Employee Election	6 : C
ALCP Employee Election			New Window Help Personalize Pa
Employee ID: 0010010 Employee Record: 0 Company: 111 Department: 111222333 Fiscal Year: 2023	Flowers, Maye Georgia Bulldogs Champions GBSC	Opt-in to participate: No 🖍	
Balances As Of Thursday, March 9, Annual Leave: 150.50 Sick Leave: 175.00 Eligible: Yes Eligible Hours: 40.00 Please contact your agency's Human	, 2023 n Resources Department for eligibil	ity questions.	
Posted: No Last Updated By: 01045566 Last Updated: 03/09/23 9:43:38.	234188AM		
📆 Save 🔯 Return to Search	► Notify		

Step	Action
5.	Once the ALCP Employee Election page appears, notice the employee is able to view their Annual Leave , and Sick Leave , Eligible and Eligible Hours information.
	Note: For eligibility questions employees should contact the agency's Human Resources Department.



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LCP Employee Election			New Window Help	Personalize Pa
Employee ID: 00100010	Flowers, Maye	Opt-in to participate: No 🗸		
mployee Record: 0				
Company: 111	Georgia Bulldogs Champions			
Department: 111222333	GBSC			
Fiscal Year: 2023				
alances As Of Thursday, March	9, 2023			
Annual Leave: 150.50				
Sick Leave: 175.00				
Eligible: Yes				
Eligible Hours: 40.00				
Please contact your agency's Hum	an Resources Department for eligibility questions.			
Posted: No				
st Updated By: 01045566				
Last Updated: 03/09/23 9:43:3	8.234188AM			
Save Return to Search	Notify			

Step	Action
6.	Click the Opt-in to participate drop-down list.
	Opt-in to participate: No



< Home	ALCP En	nployee Election	û : ⊘
ALCP Employee Election			New Window Help Personalize Pa
Employee ID: 00100010	Flowers, Maye	Opt-in to participate: No	
mployee Record: 0		No	
Company: 111	Georgia Bulldogs Champions	Yes	
Department: 111222333	GBSC		
Fiscal Year: 2023			
alances As Of Thursday, March	9, 2023		
Annual Leave: 150.50			
Sick Leave: 175.00			
Eligible: Yes			
Eligible Hours: 40.00			
Please contact your agency's Hum	an Resources Department for eligibility questions.		
Posted: No			
st Updated By: 01045566			
Last Updated: 03/09/23 9:43:3	8.234188AM		
Save 🔯 Return to Search	Notify		

Step	Action
7.	The Opt-in to participate field defaults to No . Employees have the option to select Yes or No . If no, there is nothing for the employee to do.
	For this example, the employee would like to participate in the ALCP Election program.
	Click the Yes link.
	No Yes



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ALCP Employee Election			New Window Help Personalize Pa
Employee ID: 00100010	Flowers, Maye	Opt-in to participate: Yes 🗸	
Employee Record: 0			
Company: 111	Georgia Bulldogs Champions		
Department: 111222333	GBSC		
Fiscal Year: 2023			
Balances As Of Thursday, March	9, 2023		
Annual Leave: 150.50			
Sick Leave: 175.00			
Eligible: Yes			
Eligible Hours: 40.00			
Please contact your agency's Hum	an Resources Department for eligibility questions.		
Posted: No			
ast Updated By: 01045566			
Last Opuateu: 03/09/23 9:43:3	8.234188AM		
🔚 Save 🛛 🔯 Return to Search	E Notify		

Step	Action
8.	Click the Save button.
	Save

Key Home	ALCP En	nployee Election	ŵ : ∅
ALCP Employee Election			New Window Help Personalize Page
Employee ID: 00100010 Flower Employee Record: 0 Company: 111 Georg Department: 111222333 GBSC Fiscal Year: 2023	rs, Maye ia Bulldogs Champions	Opt-in to participate: Yes v	
Balances As Of Thursday, March 9, 2023 Annual Leave: 150.50 Sick Leave: 175.00 Eligible: Yes Eligible Hours: 40.00 Please contact your agency's Human Resou Posted: No Last Updated By: 00919787 Last Updated: 03/09/23 1:53:01.000000F Save C Return to Search S Not	Message By opting in, you are agreeing to reduc OK	e your annual leave balance by 40 hours. (25000,80)	



Step	Action
9.	Note: The system displays an automatic message for the employee to confirm the election.
	Click the Yes button.
	Message
	By opting in, you are agreeing to reduce your annual leave balance by 40 hours. (25000,80)

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ALCP Employee Election			New Window Hel	p Personal	ze Page
Employee ID: 00100010	Flowers, Maye	Opt-in to participate: Yes 🗸			
Employee Record: 0					
Company: 111	Georgia Bulldogs Champions				
Department: 111222333	GBSC				
Fiscal Year: 2023					
Balances As Of Thursday, March 9	9, 2023				
Annual Leave: 150.50					
Sick Leave: 175.00					
Eligible: Yes					
Eligible Hours: 40.00					
Please contact your agency's Huma	an Resources Department for eligibility questions.				
Posted: No Last Updated By: 00919787					
Last Updated: 03/09/23 1:53:01	00000PM				
Save 🔯 Return to Search	E Notify				

Step	Action
10.	Once the options is saved, the employee can click the Home button to return to the home
	page.
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Step	Action
11.	Congratulations! You have completed the Annual Leave Payout - Employee Opt In/Out topic.
	End of Procedure.