



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.

✓	Tech Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Complete final integrations testing and sign off	TECH	Selected agencies	Integration contact	Nextgen_Testing@sao.ga.gov	4/10/2026	Refer to emails from NextGen Integrations team
	Attend integration cutover meetings	TECH	Selected agencies	Integration contact	Nextgen_Integrations_Team@sao.ga.gov	4/15/2026	The Cutover Integration kickoff deck provided March 12
	Provide cutover integration readiness details and information (encryption keys, SFTP, etc.)	Tech	Selected agencies	Integration contact	Nextgen_Integrations_Team@sao.ga.gov	April 2026 through go-live	Refer to emails from NextGen Integrations team – selected agencies should have received invitations

Remember to use these resources if you need more information:





✓	Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Submit training enrollment request for new or existing employees	HCM + Training	All	HRDs	Submit new hire enrollment questions using the Learning Help form Training notifications will be delivered from notify@doas.exceedlms.com	Beginning 3/16/2026	New hires in TeamWorks are automatically assigned Employee Foundational training. HRDs should update the Sup Org as needed (e.g., manger hires) and connect with ASPs to assign required security roles. HRDs should submit the Learning Help Form if manager or role base training is needed.
	Attend ADP Tax Training	Payroll	All	CFOs	taxservices@sao.ga.gov	4/2/2026	Refer to March 19 email “Attend required ADP training March 26 and April 2”
	Attend Payroll Community Meeting	Payroll	All	Payroll Partners, HRDs, CFOs	Nextgen.Payroll@sao.ga.gov	4/2/2026	Refer to meeting invitation
	Attend HR Community Meeting	HCM	All	HRDs	hra@doas.ga.gov	4/14/2026	Refer to meeting invitation
	Attend ADP Employment Tax – Profile Maintenance (If needed)	Payroll	All	Agency Tax Preparers	taxservices@sao.ga.gov	4/16/2026	Refer to email, “Training Makeup: Attend required April 16 session”
	Continue HCM data clean-up activities (ex. benefits eligibility, time and leave approvals) Any data not cleaned-up in the legacy system may result in disruption of benefits and payroll	HCM	All	HRDs	https://service.doas.ga.gov/app/AskNextgenSupport	Ongoing	Refer to requests in your email from BAs
	Run and store any needed data outputs, reports / queries outside of TeamWorks beyond the retention requirements	HCM	All	HRDs	Nextgen.Retention@sao.ga.gov	Ongoing	See email sent on 6/16/2025; contact inbox for more information

Remember to use these resources if you need more information:





✓	Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Participate in End to End Grants Testing	FIN	Agencies using Grants	Agency selected testers	Nextgen_Testing@sao.ga.gov	March 9 – April 2	Refer to email communications
	Participate in Budget Build Simulation	FIN	Agencies using Adaptive Planning	CFOs	Nextgen_Testing@sao.ga.gov	3/16 – 5/15/2026	Refer to email, “GA@WORK Adaptive Planning: In-Person/ Remote Budget Build Simulation Information” to be sent in March 2026
	Attend the GA@WORK Monthly Finance Readiness Meeting	FIN	All	CFOs	Nextgen@sao.ga.gov	4/24/2026	Refer to meeting invitation for details
	Review awards in GA@WORK	FIN	Agencies using Grants	Grant Users & POCs	NextGen_Grants@sao.ga.gov	5/1/2026	Refer to email to be sent in Mar/Apr, “Action Required: Grants Next Steps – Award Review”
	Review FDM mapping template and submit any changes or net new additions	FIN	All	CFO, or who the agency has designated to oversee the FDM	Nextgen_FDM@sao.ga.gov	The template is sent twice monthly; they only need to respond when they have updates	Refer to email, “FDM mapping updates available twice a month”
	Complete Budget Mapping Requests	FIN	All	Budget team	NextGen_Budgets@sao.ga.gov	Ongoing through Cutover	Refer to email communications see subject line “Select your agency’s FY27 Budget Upload Process” sent week of Feb. 16
	Complete checklist of recommended close activities	FIN	All agencies using GA@WORK Financials	CFOs	Nextgen_FDM@sao.ga.gov	Each month through go-live	The checklist was delivered by email; it includes due dates and where to submit file(s)
	Run and store any needed data outputs, reports / queries outside of TeamWorks beyond the retention requirements	FIN	All agencies using GA@WORK Financials	CFOs	Nextgen.Retention@sao.ga.gov	Ongoing	See email sent on 6/16/2025; contact inbox for more information
	Complete Supplier Data Cleanup	FIN	Selected	Supplier Liaisons	Supplier@sao.ga.gov	Ongoing	Agencies that need to take action received an email, “Action required: Update supplier contact information”
	Complete Year End Data Cleanup	FIN	All	CFOs	fscm@sao.ga.gov	Ongoing though go-live	Refer to email communications



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✓	Procurement Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Attend the Procurement Huddle <i>(Optional)</i>	PRO	All	Procurement Community	https://doas.ga.gov/Events (Registration link coming soon)	4/28/2026	Refer to invitation for details
	Attend Monthly P-Card Roundtable <i>(Optional)</i>	PRO	All	APO/CUPO, CFOs, P-Card Administrators	cardprograms@doas.ga.gov	4/13/2026	Email the contact to receive an invitation
	Monitor Open Solicitations	PRO	Does <u>NOT</u> apply to USG	APOs	agency sourcing@doas.ga.gov	5/4/2026	Contact SPD Agency Sourcing team. All solicitations (RFI, RFQ, RFQC and RFP) must be in "under evaluation" status no later than 5/4/2026.
	Attend the USG and GTA Sourcing Webinar	PRO	Select	USG CUPOs and GTA APO	georgia.learning@doas.ga.gov	5/13/2026	Virtual webinar to highlight what is changing in Sourcing module
	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 PO & 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 March 2026 P-Card Administrator Roundtable
	Process FY27 Contract Renewals	PRO	Does <u>NOT</u> apply to USG	Contract Administrators	procurementhelp@doas.ga.gov	6/1/2026	Requesting agencies should complete their 2027 renewals in TeamWorks by June 1, 2026 Steps for renewing contracts.



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✓	Request	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Continue to complete training assignments	All	All employees	Learning Help Form GA@WORK Resource Library	5/28/2026	Employee & Manager Learning Programs due May 28; all other GA@WORK training due by June 11 to appear on transcripts in GA@WORK.
	Distribute and complete the Change Readiness Assessment (CRA)	All	POCs and Change Agents All employees complete CRA	Nextgen@sao.ga.gov	4/13-4/24/2026	This CRA survey is open to all employees at your agency. We recommend leveraging distribution lists that you have been using to share out about GA@WORK. Materials are available on the NCN Workspace to aid in distribution at your agency – we want everyone’s input!
	Attend the NCN Halftime Report (Optional)	All	All NextGen Change Network members	Nextgen@sao.ga.gov	4/17/2026	Supporting information is on meeting invitation.
	Attend Agency Support Team Office Hour (Optional)	All	POCs	Nextgen@sao.ga.gov	4/22/2026	This time is for POCs to come with questions or best practices while they are building their post go-live Agency Support Team.
	Attend the NCN Meeting	All	All NextGen Change Network members	Nextgen@sao.ga.gov	4/28/26	Supporting information is on meeting invitation. At least one person from your agency should attend or rewatch the recording. Note the meeting is 1.5 hours in duration.
	Attend a GA@WORK Support Portal Webinar (Optional)	All	GA@WORK system users with functional or administrative roles	gaatwork@sao.ga.gov	4/28-4/30/2026	Refer to emails “Coming Soon: GA@OWORK Support Portal” and “Invite: GA@WORK Support Portal Live Training Webinars”
	Continue efforts to build your post go-live Agency Support Team	All	POCs	Nexgen@sao.ga.gov	Ongoing	Refer to the orientation on 3/31/2026
	Report your agency Super Bowl progress	All	POCs	Access form here: NCN Workspace SharePoint Site	5/01/26	The Super Bowl form is how agency progress is captured as they complete OCM activities
	Request and review the training completion report for your agency	All	POCs	Learning Help	Ongoing through June 15	Refer to email “Important Updates: GA@WORK Training” sent on 3/9/26. Share metrics with your leadership to help drive critical course and overall training completion.
	Present updated materials to your agency using the "Agency Outreach Presentation Template_April 2026" deck (Optional)	All	All NextGen Change Network members	nextgen@sao.ga.gov	Ongoing	These materials will be updated when new information is available. POCs and NCN members can use these materials to share key messages and updates with their agency. Access Here: Agency Outreach Presentation Template_March 2026.pptx
	Super Users continue their training efforts	All	Super Users	Nextgen_Training@sao.ga.gov	Ongoing	Super Users continue to work with their agency POCs, training teams, and process owners to prepare for GA@WORK.