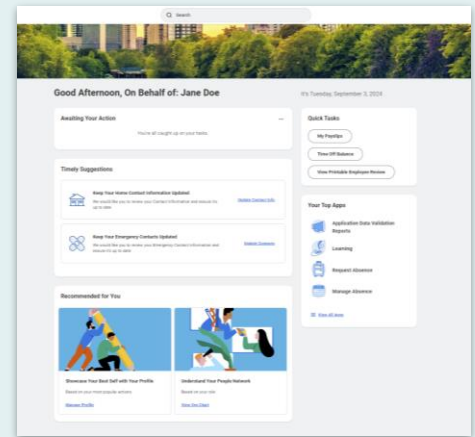


# Employee Self-Service

All employees will access the Employee Self-Service (ESS) features of GA@WORK through the homepage. In ESS, employees can update their profile, manage their personal employment information, and more!



## CURRENT STATE

In TeamWorks employees make updates to their personal information and can view timesheets, performance information, and compensation history.



## THINGS TO KNOW

- **Roles** – A group of people with specific responsibilities and permissions. When a business process runs, the role for each step includes all of the workers in that role in the business process target organization.
- **Security Roles/Derived Roles** - Roles can be assigned to a user when he is given a responsibility within a functional area, such as HR partner or compensation partner for a particular organization. Users may have different roles in relationship to different organizations.



## TRAINING

ESS Training will be available in 2025.



## FUTURE STATE

GA@WORK ESS features allow employees to continue to manage and update their personal information, view pay slips, submit time-off requests, and complete other HR-related tasks.



## WHO WILL BE IMPACTED

All GA@WORK users will access ESS.



## MORE INFORMATION

- Ask your NextGen Change Network members!
- Send any questions to [nextgen@sao.ga.gov](mailto:nextgen@sao.ga.gov)
- Visit <https://www.sao.ga.gov/nextgen>