### GA@W<sup>U</sup>RK CHANGES

# Employee Self-Service (ESS)

### What is GA@WORK Employee Self-Service (ESS)?

ESS in GA@WORK is designed to empower employees by granting them direct access to view and mange their personal and employment information. It offers features and benefits that streamline processes and enhance the user experience for both employees and the State of Georgia.

## What will I do in GA@WORK ESS that I do now in TeamWorks?

Like TeamWorks, GA@WORK ESS provides one central location to access personal information, time, pay, and any additional requests or HR processes you may want to initiate.

# What can I do in GA@WORK ESS that I can't do today?

Additional functionalities that will be available in ESS will be further explained in coming months. This is a basic introduction to ESS, highlighting that the autonomy employees have in TeamWorks is still in GA@WORK ESS.





### Who can access GA@WORK ESS?

Every employee with access to GA@WORK will access GA@WORK ESS. This allows employees to take charge of their own data and HR-related transactions, giving them ownership and responsibility.



Send any questions to <u>nextgen@sao.ga.gov</u>



https://sao.georgia.gov/nextgen

#### What's next?

Make sure your current information is updated in PeopleSoft, and access training on ESS when training begins in 2025.

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