

Manager Self-Service (MSS)

What is GA@WORK Manager Self-Service (MSS)?

GA@WORK MSS is where managers will complete some of their managerial responsibilities, including hiring and onboarding tasks, talent and performance management items, and approve their teams time sheets and absence requests.

Why as a Manager is GA@WORK MSS important to me?

Managers will complete time sheet and absence approvals, document performance management decisions, gain insight into training compliance, view reports, enjoy increased capabilities in the performance management processes, and more in GA@WORK MSS!

Are there apps in GA@WORK that make it easy for me to access helpful tools and shortcuts?

There are a variety of apps and shortcuts for Managers to access in GA@WORK, including accessing team performance and the absence and time off calendar.

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

Managers need to access GA@WORK MSS to complete managerial approvals and approve time and absences. Managers also have an increased influence on employees through onboarding and performance management processes that are completed in GA@WORK.

As a Manager, what does not change with GA@WORK MSS?

Managers still have the responsibility to approve time and absences and complete performance management responsibilities. GA@WORK does not replace any decisions, but instead provides a standardized location for decisions to be documented.

What's next?

This slide does not reflect comprehensive manager training and is simply an introduction to MSS. Stay tuned for additional resources and announcements that support manager readiness, and access MSS training beginning in 2025.

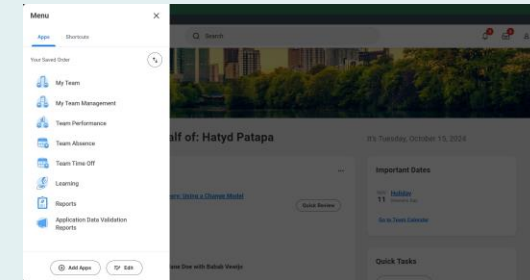


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Special menu options for managers.

QUESTIONS

Send any questions to
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MORE INFO

<https://sao.georgia.gov/nextgen>