

PERSONA DESCRIPTION



- The change impacts described on this tool are applicable to all employees.
- Note that if your agency is not using Time Tracking, disregard that section.
- This information is not exhaustive, and users are reminded to complete assigned training and review Job Aids.

TIME TRACKING AND ABSENCE MANAGEMENT

- Employees will report Time on the Time Calendar and will enter Leave on the Absence (LOA) Calendar.
- In most agencies, employees will enter their daily work hours and submit their completed timesheets at the end of each week. Follow your agency guidelines.
- Employees will request leave and correct leave requests in GA@WORK.
- When a leave request is reviewed by the manager, employees will receive a notification in GA@WORK informing them of the approval or denial. Similarly, notifications regarding the approval or denial of LOA requests, including returns from LOA, will also be sent through GA@WORK.
- Employees will use GA@WORK to donate leave and elect personal leave and annual leave conversion payout.

TALENT MANAGEMENT

- Employees can enter personal and professional/career information into GA@WORK. They will also be responsible for manually uploading their certifications and licenses into the system.
- Employees will have the ability to set and track their goals within GA@WORK independently from the performance review process. Moving forward, performance reviews and goal setting will be separate. Once Employees set or develop their goals, they will be able to view them on their worker profile within GA@WORK.
- Employees will complete a self-evaluation and will acknowledge their performance review within GA@WORK.

PAY

- Employees can update and model payment elections, including direct deposits and simultaneous federal and state tax changes on the same day in GA@WORK.
- Employees will have the ability to select a paperless W2 option within GA@WORK.
- Employees can link up to three bank accounts for direct deposits. Existing setups with more accounts are allowed but must comply with the new limit if changed.

LEARNING

- Learners will follow a new process to self-enroll in courses within GA@WORK, which will require a deeper dive search into available courses.
- A user's entire training history will no longer be available – only their five-year active course completion record from Intellum (the legacy DOAS enterprise Learning Management System) or ELMS (GDOT).

FINANCE

- Employees will be reimbursed through their employee record and will not need to be entered as vendors.
- State employees will leverage GA@WORK to submit expense reports for non-travel reimbursable expenses.

RECRUITING AND ONBOARDING

- Employees will now apply for internal State positions through GA@WORK instead of the current career site.
- New hires and/or transferring employees will complete enterprise onboarding within GA@WORK.

What are the benefits of GA@WORK for Employees?

- Standardization of processes across the state so employees have a similar HR and Payroll experience
- The consolidated Absence Calendar: Employees can view their peers' approved leave request dates, request or correct their own leave requests, and receive instant notifications about the status of their requests

What challenges might Employees face in adopting GA@WORK?

- Employees will have to learn and become familiar with the new system, and that is inherently challenging. Through training and resources, employees will have the tools to succeed
- Employees may have been familiar with the legacy system, Employees will need to become familiar with the visibility that is available in GA@WORK

What is not changing?

- Employees are still responsible for tracking their time and submitting requests for leave
- Employees may still view information about their paycheck