

Employee Readiness Checklist

Complete the items on this checklist to get yourself ready for GA@WORK!

✓	Action	Due Date
<input type="checkbox"/>	I have bookmarked these resources: <ul style="list-style-type: none"> • GA@WORK Resource Library – A repository of helpful information, including the Training Support Center • NextGen Website – Information about the project 	End of June
<input type="checkbox"/>	I have updated my personal information in TeamWorks.	End of June
<input type="checkbox"/>	I have familiarized myself with the Employee resources on the GA@WORK Resource Library .	End of June
<input type="checkbox"/>	I am enrolled / have registered for my Learning Programs: <ol style="list-style-type: none"> 1. Foundational Learning Program for Employees (<i>You will be auto-enrolled in these eLearning courses</i>). 2. Any HCM, Finance, or Procurement Learning Programs contingent upon my role (<i>Note you will be auto-enrolled in any role-based eLearning courses</i>). 	Registration opens in June
<input type="checkbox"/>	I have completed all my Learning Programs and course assessments.	September 15, 2025
<input type="checkbox"/>	I have talked to my manager about any questions I may have.	As needed

Congratulations on completing your readiness checklist!
Look for a go-live checklist in Summer 2025 for any additional necessary actions to complete before October 1.

Agencies **not** using Time Tracking in GA@WORK

You may hear about time tracking in GA@WORK. You will be auto-enrolled in applicable training if your agency will use GA@WORK for time tracking, but below are the agencies that are NOT using GA@WORK for Time Tracking as of go-live:

Employees' Retirement System	Department of Driver Services	Council of Superior Court Judges	Department of Early Care & Learning
Department of Behavioral Health & Developmental Disabilities	Department of Transportation	Supreme Court	State Board of Workers' Comp
Department of Juvenile Justice	Department of Audits and Accounts	General Assembly	Commission on the Holocaust
Georgia Department of Corrections	Court of Appeals	Department of Public Safety	Georgia Correctional Industries