

# Get to Go-Live Calendar

Review the activities and dates on this calendar to facilitate the transition from TeamWorks to GA@WORK. Send any questions to [nextgen@sao.ga.gov](mailto:nextgen@sao.ga.gov).

## May 2026

**KEY**

- HCM
- PRO
- FIN
- TECH

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
BUDGET: AGENCY READINESS – TRAINING / FY27 FILE PREPARATION				<b>ALL EMPLOYEES:</b> TAKE SCREENSHOT OF LEAVE BALANCES FROM TEAMWORKS	
FDM VALIDATION FOR GOLD BUILD					
ADAPTIVE: FUTURE BUDGET BUILD SIMULATION					
4	5	6	7	8	
BUDGET: AGENCY READINESS – TRAINING / FY27 FILE PREPARATION				<b>MANAGERS:</b> APPROVE ANY EMPLOYEE LEAVE REQUESTS IN TEAMWORKS	
FDM VALIDATION FOR CATCH UP					
ADAPTIVE: FUTURE BUDGET BUILD SIMULATION					
GRANTS: CONFIGURATION WORKBOOK SIGN OFF				<b>MANAGERS:</b> APPROVE ANY EMPLOYEE LEAVE REQUESTS IN TEAMWORKS	
11	12	13	14		15
FDM VALIDATION FOR CATCH UP					
ADAPTIVE: FUTURE BUDGET BUILD SIMULATION				<b>FY27 BUDGET SUBMISSION DUE</b>	
BUDGET: AGENCY READINESS – TRAINING / FY27 FILE PREP					
18	19	20	21		22
FDM VALIDATION FOR CATCH UP				<b>MANAGERS – APPROVE ANY EMPLOYEE LEAVE REQUESTS IN TEAMWORKS</b>	
SECURITY ROLE MAPPING					
FINAL DAY TO REQUEST ADDITIONS OR EDITS TO FINANCE MASTER DATA					
FINAL DAY TO CREATE NEW SPONSORS IN TEAMWORKS				<b>DATA CLEANUP DUE DATE</b>	
25	26	27	28		29
FDM VALIDATION FOR CATCH UP					
GRANTS: PROVIDE AND LOAD SPONSOR FILE					
SECURITY ROLE MAPPING					

## May 2026

Task / Activity	Roles	Date
<b>Budget: Agency Readiness – Training / FY27 File Preparation</b> Budget development training. Create FY27 budget in Budget Workbook or EIB based on tentatively approved budget.	Finance Roles	March 2 – May 11
<b>FDM Validation for GOLD Build</b> Review FDM Crosswalk for all agency specific Worktags.	Finance Roles	April 20 – May 1
<b>FDM Validation for Catch Up</b> Review FDM and submit any updates to be included prior to soft open.	Finance Roles	May 2 - June 12
<b>All employees take screenshot of Leave Balances from TeamWorks</b> Navigate to Leave Balances in TeamWorks and take a screenshot showing current leave balances to help validate the conversion of your leave balances.	All Employees	May 1 May 16
<b>Managers – Approve any employee Leave Requests in TeamWorks</b> Review and approve any pending employee leave requests in TeamWorks so time-off transactions are finalized and can be accurately reflected when GA@WORK goes live.	HCM Roles	May 1 May 8 May 16 May 22
<b>Grants Configuration Workbook Sign Off</b> Review and approve the workbook so grants setup can be finalized for cutover.	Grants Roles	May 4
<b>FY27 Budget Submission Due Date</b> Submit your agency FY27 budget for review by SAO and OPB.	Budget Roles	May 15
<b>Future Budget Build Simulation in Adaptive Planning</b> Agency participants complete Future Budget Build Simulation activities for Adaptive. Agencies will be invited to specific sessions during this time frame. All participation will conclude May 15.	Budget Managers	March 16 - May 15
<b>Security Role Mapping</b> Validate and confirm the mapping of agency job roles to GA@WORK security roles so users have the right access at go-live.	All Employees	May 18 – 29
<b>Final day to request additions or edits to Finance Master Data</b> Last day to request suppliers, customers, and sponsors	AP, AR, Grants Roles	May 19
<b>Final day to create new Sponsors in TeamWorks</b> Last day for grants roles to create new sponsors in TeamWorks.	Grants Roles	May 22
<b>Data Cleanup Due</b> Complete data cleanup for all agencies to support conversion accuracy.	HCM Roles	May 29

# Get to Go-Live Calendar

## June 2026

KEY			
<span style="background-color: orange; width: 15px; height: 10px; display: inline-block;"></span> HCM	<span style="background-color: yellow; width: 15px; height: 10px; display: inline-block;"></span> PRO		
<span style="background-color: blue; width: 15px; height: 10px; display: inline-block;"></span> FIN	<span style="background-color: green; width: 15px; height: 10px; display: inline-block;"></span> TECH		

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
TIME & ABSENCE: EMPLOYEES ENTER TIME & LEAVE UP TO 6/30, APPROVED BY 6/24				
FDM VALIDATION FOR CATCH UP				
				GRANTS: PROVIDE AWARDS/BILLING SCHEDULES
				SUPPLIER MASTER DATA FREEZE
8	9	10	11	12
TIME & ABSENCE: EMPLOYEES ENTER TIME & LEAVE UP TO 6/30, APPROVED BY 6/24				
FDM VALIDATION FOR CATCH UP				
SECURITY: CONFIRM SSO CONNECTION IN PREPARATION FOR MANUAL CORRECTIONS, CATCH UP TRANSACTIONS, THEN GO-LIVE				
15	16	17	18	19
TIME & ABSENCE: EMPLOYEES ENTER TIME & LEAVE UP TO 6/30, APPROVED BY 6/24				
SECURITY: CONFIRM SSO CONNECTION IN PREPARATION FOR MANUAL CORRECTIONS, CATCH UP TRANSACTIONS, THEN GO-LIVE				
GRANTS: VALIDATE AWARDS/BILLING SCHEDULES		CLEAN UP OLD OR OUTSTANDING PO AND RECEIPTS		
ADAPTIVE: BUDGET BUILD SIGN OFF				
22	23	24	25	26
MANUAL CORRECTIONS				
TIME & ABSENCE: EMPLOYEES ENTER TIME & LEAVE UP TO 6/30, APPROVED BY 6/24				
SOFT LAUNCH				
SECURITY: CATCH UP TRANSACTIONS & PROVISION ACCESS FOR GO-LIVE				FY26 TRAVEL APPROVALS DUE
		FY26 TRAVEL & EXPENSE DUE IN CONCUR		ADAPTIVE: CONFIRM ROSTER OF USERS
29	30			
MANUAL CORRECTIONS		PAY ALL PAYROLL BENEFITS & THIRD- PARTY PAYMENTS		
SOFT LAUNCH				
SECURITY: CATCH UP & ACCESS FOR GO-LIVE				
CONCUR BACK-OFFICE APPROVALS DUE		CONCUR OFFLINE		
		PROVIDE BANK ACCT. BALANCE & OUTSTANDING CHECKS		
ADAPTIVE: CONFIRM ROSTER OF USERS				

## June 2026

Task / Activity	Roles	Date
<b>FDM Validation for Catch Up</b> Review FDM and submit any updates to be included prior to soft open.	Finance Roles	May 2 - June 12
<b>Provide Awards/Billing Schedules</b> Submit awards and billing schedule files for loading and validation to support accurate grant setup and invoicing.	Grants Roles	June 3
<b>Supplier Master Data Freeze Date</b> Cutoff date for changes to be made to Suppliers (including location, remit-to connection and contact information), customers, award contracts and third-party recipients to be made to these data points in TeamWorks.	Finance Roles, Procurement Roles	June 5
<b>Confirm SSO Connection in Preparation for Upcoming Activities</b> Agency Security and IT to confirm SSO connection in preparation for manual corrections, catch up transactions, then go-live	Security Roles IT Roles	Jun 8 – June 19
<b>Adaptive Planning Budget Build Simulation Sign-off</b> Complete sign-off process for Adaptive Future Budget simulation testing	Enterprise Budget Office roles	June 15
<b>Validate Awards/Billing Schedules</b> Review loaded awards and billing schedules to confirm completeness, accuracy, and alignment with source documentation.	Grants Roles	June 16 - 18
<b>Close or Cancel Purchase Orders and Receipts in TeamWorks</b> Clean up old Purchase Orders or Invoices to Settle if there is no expectation to receive future invoices	Procurement Roles	June 17
<b>GA@WORK Soft Launch</b> On a limited basis, agencies will be granted the ability to make updates in GA@WORK in preparation for go-live. Access will be restricted to only necessary roles. HR and Payroll partners will complete catch-up transactions during this time.	Finance/HCM Roles	June 22- 30
<b>Manual Corrections</b> Fix HR/employee data that didn't convert or converted incorrectly.	HCM Roles	June 22 - 30
<b>Security Catch Up Transactions &amp; Provision Access for Go-Live</b> Complete remaining security updates and provision roles for day-one access.	Security Roles	June 22 - 30
<b>FY26 Travel and Expense Reports Due in Concur</b> Final day for employees to submit expenses in Concur	All Employees	June 24
<b>FY26 Travel Approvals Due in Concur</b> Last day for managers to approve FY26 travel in Concur.	All Managers	June 26
<b>Back Office Approvals Due in Concur</b> Final day for back-office approvals to be submitted in Concur.	Back Office Travel Administrators	June 29
<b>Final Day for Employees to Enter Time and Leave in TeamWorks; Time Approvers Approve Time and Leave in TeamWorks</b> Employees enter time and leave up to June 30; approvers review and approve submissions for timely, accurate processing in TeamWorks.	All Employees	June 24
<b>Concur Offline</b> Concur will be unavailable for all bookings and expenses	All Employees	June 30
<b>Final Users list for Adaptive Planning PROD</b> Confirm roster of Agencies Budget Office personnel requiring Adaptive Production access	Agency Budget Office	June 26 – July 13

# Get to Go-Live Calendar

## July 2026

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3 STATE HOLIDAY
PROVIDE BANK ACCOUNT BALANCE AS OF 6/30				
ENTER MANUAL JOURNALS IN TEAMWORKS FOR PERIOD 12				
ENTER AD-HOC PAYMENTS IN GA@WORK				
		GA@WORK GO-LIVE		PROVIDE OUTSTANDING CHECKS AS OF JUNE 30
		CONCUR OPEN FOR FY27 TRAVEL ONLY		
		ONLY PERIOD 12 WILL BE OPEN IN TW		
6	7	8	9	10
PROVIDE BANK ACCOUNT BALANCE AS OF 6/30				
ENTER MANUAL JOURNALS IN TEAMWORKS FOR PERIOD 12				
ENTER AD-HOC PAYMENTS IN GA@WORK				
ADAPTIVE: CONFIRM ROSTER OF USERS				
				FINAL PAYMENT DATE FROM TEAMWORKS TO PAY OPEN ACCOUNTS PAYABLE INVOICES
				PERIOD 12 CLOSES: CLOSE FY26 IN TEAMWORKS
				PREPARE ALL SUPPLIER INVOICES FOR FINAL SETTLEMENT in TW
13	14	15	16	17
PROVIDE BANK ACCOUNT BALANCE AS OF 6/30				
ADAPTIVE: CONFIRM ROSTER OF USERS		FIRST SEMI-MONTHLY PAYCHECK IN GA@WORK		PERIOD 998 CLOSEOUT (EARLY CLOSE AGENCIES)
		PROCESS OUTSTANDING CHECKS AS OF JUNE 30		
20	21	22	23	24
SHARE OUTSTANDING CHECKS INFORMATION WITH BANKS				
27	28	29	30	31
SHARE OUTSTANDING CHECKS INFORMATION WITH BANKS				
	ADAPTIVE: SOFT GO-LIVE			PERIOD 998 CLOSEOUT (LATE CLOSE AGENCIES)

## July 2026

Task / Activity	Roles	Date
<b>GA@WORK Go-live!</b> GA@WORK is open for all end users	All Employees	July 1
<b>Concur Online</b> Concur is open for booking and submitted FY27 travel expenses only.	All Employees	July 1
<b>Enter Manual Journals in TeamWorks for P12</b> Any FY26 payments processed out of TeamWorks between July 1 -10	Finance Roles	July 1 – July 10
<b>Enter Ad-Hoc Payments in GA@WORK</b> Any FY26 payments processed between July 1 - 10	Finance Roles	July 1 – July 10
<b>Provide Bank Acct. Balance as of June 30 from TeamWorks</b> Capture each bank account's ending balance as of June 30 (for reconciliation)	Finance Roles	July 1 – July 15
<b>Provide Outstanding Checks as of June 30 from TeamWorks</b> Issue outstanding checks paid as of June 30	Finance Roles	July 3
<b>Finalize Transactional Data in TeamWorks</b> Finish and finalize in-scope day-to-day transactions.	Finance Roles	July 10
<b>Period 12 Closeout</b> Agencies will have full access to TeamWorks modules to perform Period 12 closeout until 7 p.m. on July 10, 2026. Final date to pay open AP invoices and to prepare all supplier invoices for final settlement.	Finance Roles, AP/AR Roles, Supplier Management Roles	July 10
<b>Final Day to Process Outstanding Checks in TeamWorks</b> Last day for agencies to process any outstanding checks in TeamWorks	Finance Roles	July 15
<b>First Semi Monthly Paycheck in GA@WORK</b> First semi-monthly payroll is issued in GA@WORK; agencies support data readiness, validation, and exception/employee issue resolution.	All Employees	July 15
<b>Finance Data Available in GA@WORK</b> Open supplier/customer invoices, PO, asset data won't be available in GA@WORK until mid/late July	Finance Roles, AP/AR Roles	Mid-July
<b>Period 998 Closeout (early close agencies) in TeamWorks</b> Early close agencies complete final Period 998 transactions, reconciliations, approvals, and exception resolutions until 7 p.m.	Finance Roles, AP/AR Roles	July 17
<b>Share Outstanding Checks Information with Banks</b> Provide banks with an updated list of issues checks that have not yet cleared to support reconciliation and exception handling.	Finance Roles	July 20 - 31
<b>Adaptive Soft Go-live</b> Open Adaptive PROD to Validate foundational elements, FY27 Budgets, FY26 balances and load Drivers for next year forecast	Enterprise Budget Managers, Finance Roles	July 28
<b>Period 998 Closeout (late close agencies) in TeamWorks</b> Late close agencies complete final Period 998 transactions, reconciliations, approvals, and exception resolutions until 7 p.m.	Finance Roles, AP/AR Roles	July 31

# Get to Go-Live Calendar

## August 2026

**KEY**

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
<b>FY27 BUDGET VALIDATION</b>				
<b>FY26 P11, P12 AND 998 JOURNALS AVAILABLE</b>				
<b>ADAPTIVE PLANNING GO-LIVE</b>				
10	11	12	13	14
<b>FY27 BUDGET VALIDATION</b>				
17	18	19	20	21
<b>FY27 BUDGET VALIDATION</b>				
24	25	26	27	28
<b>FY27 BUDGET VALIDATION</b>				
31				

## August 2026

Task / Activity	Roles	Date
<p><b>Payroll Processing</b> Participate in bridge calls as necessary to ensure agency payroll runs smoothly. Establish Payroll Processor backup.</p>	Payroll Processors	June 15 – August 31
<p><b>FY27 Budget Validation</b> Agencies using the Adaptive Planning budget module will need to validate their FY27 budgets.</p>	Budget Officers	August 1 – 31
<p><b>Adaptive Go-live</b> for all agencies</p>	Budget Offices	August 3
<p><b>FY26 P11, P12 and 998 Journals Available</b> FY Period 11, Period 12 and 998 history will be available in GA@WORK.</p>	Finance Roles	Early to Mid-August