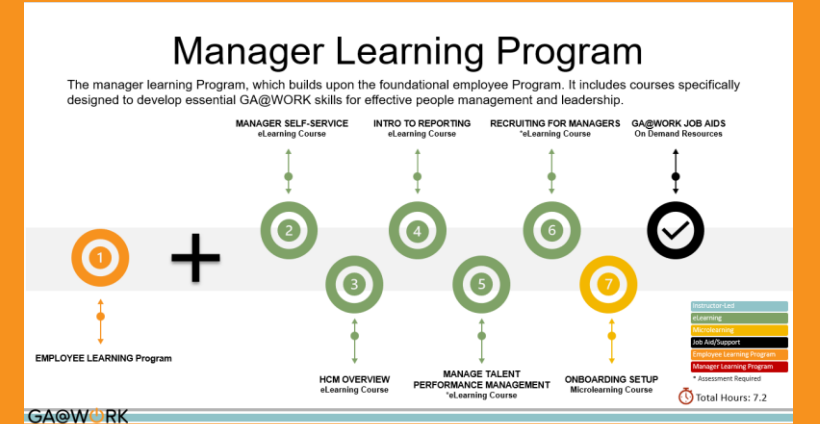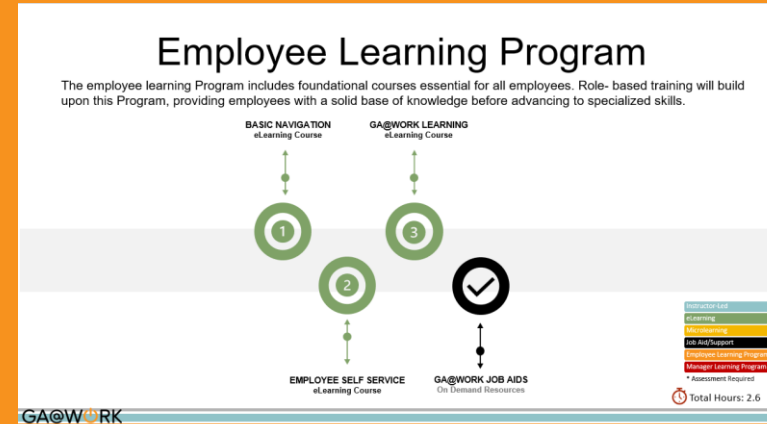# GA@WORK

HR Specialist
Learning Programs

Role-Based Implementation Training
for Human Capital Management

GA@WORK

Learning Programs

Each employee will have a Learning Program they will need to complete prior to using GA@WORK. The Learning Programs below include the Foundational Programs for employees and managers as well as example Role-Based Programs.
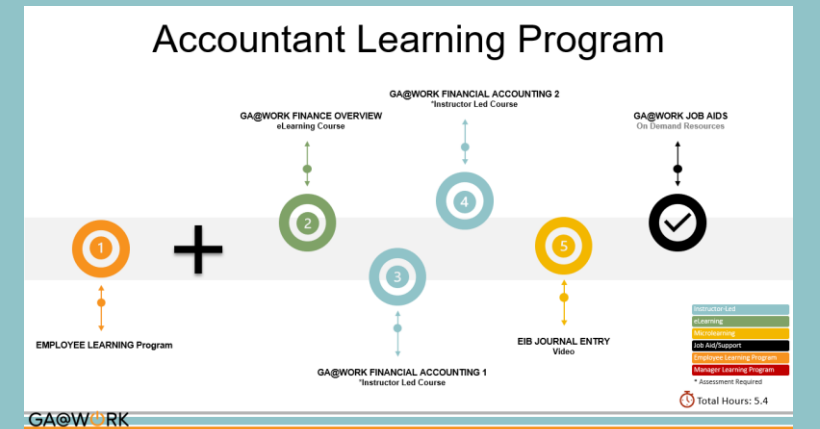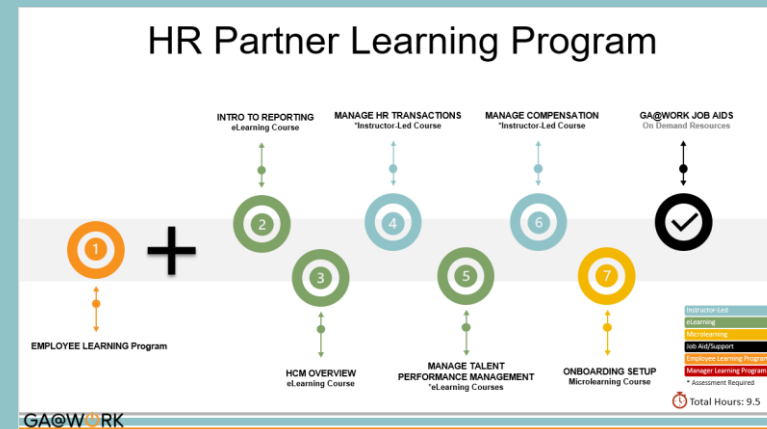
Foundational Learning Programs

The Employee and Manager Learning Programs provide the foundation for role-based training.

Employee Learning Program

The employee learning Program includes foundational courses essential for all employees. Role- based training will build upon this Program, providing employees with a solid base of knowledge before advancing to specialized skills.

BASIC NAVIGATION — eLearning Course
GA@WORK LEARNING — eLearning Course
EMPLOYEE SELF SERVICE — eLearning Course
GA@WORK JOB AIDS — On Demand Resources

Total Hours: 2.6

Manager Learning Program

The manager learning Program, which builds upon the foundational employee Program. It includes courses specifically designed to develop essential GA@WORK skills for effective people management and leadership.

MANAGER SELF-SERVICE — eLearning Course
INTRO TO REPORTING — eLearning Course
RECRUITING FOR MANAGERS — *eLearning Course
GA@WORK JOB AIDS — On Demand Resources
EMPLOYEE LEARNING Program
HCM OVERVIEW — eLearning Course
MANAGE TALENT PERFORMANCE MANAGEMENT — *eLearning Course
ONBOARDING SETUP — Microlearning Course

Total Hours: 7.2

Role-Based Learning Programs

Role-based Learning Programs are comprehensive programs that build upon Foundational Programs and focus on role specific competencies.

HR Partner Learning Program

INTRO TO REPORTING — eLearning Course
MANAGE HR TRANSACTIONS — *Instructor-Led Course
MANAGE COMPENSATION — *Instructor-Led Course
GA@WORK JOB AIDS — On Demand Resources
EMPLOYEE LEARNING Program
HCM OVERVIEW — eLearning Course
MANAGE TALENT PERFORMANCE MANAGEMENT — *eLearning Courses
ONBOARDING SETUP — Microlearning Course

Total Hours: 9.5

Accountant Learning Program

GA@WORK FINANCIAL ACCOUNTING 2 — *Instructor Led Course
GA@WORK FINANCE OVERVIEW — eLearning Course
GA@WORK JOB AIDS — On Demand Resources
EMPLOYEE LEARNING Program
GA@WORK FINANCIAL ACCOUNTING 1 — *Instructor Led Course
EIB JOURNAL ENTRY — Video

Total Hours: 5.4

GA@WORK

Employee Learning Program

The employee Learning Program includes foundational courses essential for all employees. Role- based training will build upon this Program, providing employees with a solid base of knowledge before advancing to specialized skills.

BASIC NAVIGATION
eLearning Course

GA@WORK LEARNING
eLearning Course

1

3

2

EMPLOYEE SELF SERVICE
eLearning Course

GA@WORK JOB AIDS
On Demand Resources

Instructor-Led

eLearning

Microlearning

Job Aid/Support

Employee Learning Program

Manager Learning Program

* Assessment Required

Total Hours: 2.6

GA@WORK

HR Specialist Learning Program

INTRO TO REPORTING
eLearning Course

MANAGE COMPENSATION
*Instructor-Led Course

2

4

1

3

EMPLOYEE LEARNING PROGRAM

MANAGE HR TRANSACTIONS
*eLearning Course

GA@WORK JOB AIDS
On Demand Resources

Instructor-Led

eLearning

Microlearning

Job Aid/Support

Employee Learning Program

Manager Learning Program

* Assessment Required

Total Hours: 7.4

GA@WORK

GA@WORK Course Descriptions

Course	Delivery Channel	Description & Objectives
GA@WORK Basic Navigation	eLearning	GA@WORK Basic Navigation is an eLearning course designed to equip users with essential skills to successfully navigate the GA @WORK Homepage, utilize its features, and effectively use the GA@WORK mobile application for various HR tasks. • Describe the navigation features of the GA@WORK Homepage • Explain some of the key features and self-service • options associated with Your Profile • Explain how to manage favorites and bookmark your frequently accessed tasks, reports and pages • Explain how to download the mobile application to have convenient access to GA@WORK. • Explain some of the key guidelines necessary to safely use GA@WORK Mobile
Employee Self-Service	eLearning	Employee Self-Service (ESS) is an eLearning course designed to empower employees with the knowledge and skills to efficiently manage personal information, view compensation details, and handle time tracking and absence management tasks • Explain key features and benefits of Employee Self-Service • Explain how to update your personal information • Explain how to view your compensation • Explain how to enter and correct time worked • Demonstrate time tracking and absence management tasks
GA@WORK Learning	eLearning	GA@WORK LEARNING is an eLearning course designed to teach end users how to review and navigate the learning dashboard, including enrolling in and dropping courses, browsing the catalog, and creating personalized learning paths. • Explain the features and benefits of GA@WORK Learning module • Navigate the Learning Dashboard • Demonstrate how to successfully enroll and drop a course. • Browse the course catalog • Demonstrate how to add yourself to a course waitlist, print certificates of completed courses and track your learning progress. • Explain how to view transcripts and complete required for your tasks

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GA@WORK Course Descriptions

Course	Delivery Channel	Description & Objectives
GA@WORK Intro to Reporting	eLearning	GA@WORK Introduction to Reporting is an eLearning course designed to teach users how to navigate the reporting features within GA@WORK, save frequently used reports to Favorites, and effectively search, run, schedule, and download reports. • Navigate the reporting features within GA@WORK • Explain how to save your frequently used reports to Favorites • Explain how to search, run, schedule and download a report • Explain the importance of data security policies • Understand how to manage reports securely • Explain the best practices for maintaining data privacy, like steps to take in potential security incidents • Explain how to search, run, schedule and download reports • Explain how to save your frequently used reports to Favorites
GA@WORK Manage HR Transactions	Instructor-Led Training	Manage HR Transactions is an instructor-led training course designed to teach users how to update employee data, manage data quality through the approval process, make necessary edits, and perform various HR transactions related to the employee life cycle in GA@WORK. • Update employee data, including making corrections and manage data quality by conducting reviews and approvals • Describe the employee lifecycle • Edit a position • Process hiring, including changing a job for a current state employee • Explain the different reasons for a change job • Describe the termination process
GA@WORK Manage Compensation	Instructor-Led Training	Manage Compensation is an instructor-led training course designed to explain how compensation is managed, including processing ad-hoc compensation changes, handling compensation changes due to job changes, and managing one-time payment requests. • Explain how compensation is managed and • Describe the purpose of ad-hoc compensation changes and process a request compensation change • Explain compensation change because of change of job and process a proposed compensation change • Describe the purpose of a one-time payment and process a one-time payment request

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Assumptions

- Learning Programs are role based, and employees with multiple roles accumulate total learning hours from each role's requirements. (i.e., in smaller agencies, personnel with multiple job responsibilities will have more training hours).
- The total training hours are the sum of hours required for each role, with eLearning courses having estimated hours as they are self-paced.
- Employees' progress along their learning Programs is assessed through knowledge checks, hands-on practice, and end of course assessments where applicable.
- eLearning, microlearning and job aids are all on-demand resources and accessible to end users as needed through GA@WORK or Intellum LMS.
- Learning Program completion for high-impact roles is mandatory, and participants must pass associated assessments with a minimum score of 80%.
- If users do not attend the required training or fail to pass the necessary assessments, both managers and users will be notified of the next steps, and system access will be withheld until all mandatory courses and assessments are successfully completed.
- Courses do not need to be taken in the order presented unless a prerequisite is required, in which case the specified order must be followed.