GA@WORK

Testing Readiness Requests

Preparing the technical components and aligning business processes to the enterprise-wide GA@WORK implementation.

📢 This checklist is a tool intended to help POCs visualize ongoing project requests. Continue to track individual request progress with the workstream. Please note additional requests may be made throughout month.

✓	Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Attend Enterprise User Acceptance Testing (UAT) kickoff	**All** (HCM, FIN, PRO)	All	POC	nextgen_testing@sao.ga.gov	6/3/2025	Refer to your email for the invitation
	Attend qTest Training for Enterprise UAT Testers	**All** (HCM, FIN, PRO)	All	POC	nextgen_testing@sao.ga.gov	6/4/2025	Refer to your email for the invitation
	Participate in Enterprise User Acceptance Testing (UAT)	**All** (HCM, FIN, PRO)	All	POC	nextgen_testing@sao.ga.gov	6/9/2025 - 8/8/2025	Refer to your email for details and for the testing schedule
	Attend the Payroll Compare Testing 3 (PCT3) Intro Session	PAY	All	Payroll Partners and CFOs	nextgen_testing@sao.ga.gov	6/23/2025	Details will be in meeting invitation
	Attend Payroll Compare Testing 3 (PCT3) Office Hours (*Optional*)	PAY	All	Payroll Partners and CFOs	nextgen_testing@sao.ga.gov	6/24, 6/27, 7/1, 7/2	Refer to your email for details and for the testing instructions
	Participate in Payroll Compare Testing 3 (PCT3)	PAY	All	Payroll Partners and CFOs	nextgen_testing@sao.ga.gov	6/23/2025 - 7/18/2025	Details will be in meeting invitation

NextGen Calendar and Look Ahead
Available through your Agency POC

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Human Capital Management (HCM) and Pay Readiness Requests
Preparing the technical components and aligning business processes to the enterprise-wide GA@WORK implementation.

June 2025 Agency Readiness Checklist

This checklist is a tool intended to help POCs visualize ongoing project requests. Continue to track individual request progress with the workstream. Please note additional requests may be made throughout month.

✓	Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Integration testing and confirmation as part of enterprise User Acceptance Testing (UAT)	HCM	Selected agencies with integrations to confirm	CIO/IT	nextgen_integrations_team@sao.ga.gov, and direct communications between integration teams and agencies	Refer to email communications	
	Complete Enterprise Data Validation	HCM	All	Data Validators and POC	nextgen_datavalidation@sao.ga.gov	6/12/2025	Refer to email communications for instructions
	Sign-off on payroll check format	PAY	All	CFOs	nextgen@sao.ga.gov	6/13/2025	Instructions will be in an upcoming email
	GA@WORK HCM Implementation for HR Directors (*Optional*)	HCM	All	HRDs	hra.assistance@doas.ga.gov	6/18/2025	Refer to invitation for more information
	Sign-off on Enterprise Data Validation Attestation	HCM	All	POC complete attestation	nextgen_datavalidation@sao.ga.gov	6/20/2025	Refer to email communications for link
	Benefits – Additional data clean-up activities: • Benefits Eligibility • Pension Compliance Reason Code • SHBP – TBD • ERS – TBD	HCM	Selected agencies	POCs and HRDs	If you have questions, select the clean-up support link: https://service.doas.ga.gov/app/AskNextgenSupport	This is an ongoing activity, and please follow prescribed deadlines.	
	Continue HCM data clean-up	HCM	All	HRDs	nextgen@sao.ga.gov	Ongoing	Refer to email communications

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Finance and Procurement Readiness Requests

Preparing the technical components and aligning business processes to the enterprise-wide GA@WORK implementation.

June 2025
Agency Readiness Checklist

✓	Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Integration testing and confirmation for enterprise User Acceptance Testing (UAT)	FIN/PRO	Selected agencies with integrations to confirm	CIO/IT	nextgen_integrations_team@sao.ga.gov, and direct communications between integration teams and agencies	Refer to email communications	
	Attend FDM Translator Tool Training Session (*Optional*)	FIN	All	CFO	nextgen_FDM@sao.ga.gov	6/4/2025, 1:00 p.m.	See email for invitation
	Attend the P-Card Round Table	PRO	All	APO, CUPOs, CFOs – P-Card agency contacts	cardprograms@doas.ga.gov	6/16/2025	Email the contact to receive an invitation
	Complete Enterprise Data Validation	FIN/PRO	All	Data validators and POC – POC complete attestation	nextgen_datavalidation@sao.ga.gov	6/20/2025	Refer to email communications for instructions
	Attend the GA@WORK Procurement Huddle (*Optional*)	PRO	Procurement community	Procurement community	https://service.doas.ga.gov/app/AskNextgenSupport	6/25/2025	Register on https://doas.ga.gov/Events
	Sign-off on Enterprise Data Validation Attestation	FIN/PRO	All	POC complete attestation	nextgen_datavalidation@sao.ga.gov	6/27/2025	Refer to email communications for link to form
	Review FDM related mapping kick-outs and respond to requests to help with mapping	FIN	Selected	CFO	nextgen_FDM@sao.ga.gov		Only agencies with fallout will get an email from FDM in early June. Any questions can be sent to the FDM mailbox.
	Continue data clean-up	PRO	All	APO/CUPO and P-Card Administrators	• For P-cards: cardprograms@doas.ga.gov • For PO & Supplier Invoices: nextgen@sao.ga.gov • For Supplier Contracts: nextgen@sao.ga.gov • For Strategic Sourcing Events: https://service.doas.ga.gov/app/AskNextgenSupport	Ongoing in June	Refer to May APO/CUPO follow-up email communications for slides
	Complete checklist of recommended close activities	FIN	All agencies using GA@WORK Financials	CFO	nextgen_FDM@sao.ga.gov	Each month through go-live	The checklist was delivered to your email; it includes due dates and where to submit file(s)
	Review state's plan for Prism, and run applicable reports / queries for items needed outside of prism scope	FIN	All agencies using GA@WORK Financials	CFO	nextgen@sao.ga.gov	Prior to go-live	Refer to email for additional information

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OCM and Training Readiness Requests

Helping leaders and employees gain the information, knowledge, and skills to be successful at implementing and utilizing GA@WORK within their agency.

✓ June 2025
Agency Readiness Checklist

✓	Request	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Utilize the available resources to communicate about GA@WORK training to your agency	All	POCs and NextGen Change Network members	Questions about Learning Programs, contact nextGen_Training@sao.ga.gov	A.S.A.P.	• The Training Support Center on the GA@WORK Library (resources, schedules, explanations) • Training Communication Toolkit, including presentation and communications templates
	Encourage your agency to take their eLearning Courses	All	POCs and NextGen Change Network members	Questions about Learning Programs, contact nextGen_Training@sao.ga.gov	Begins 6/2/2025	Auto-registration for eLearning courses will begin on 6/2 and extend through 9/15. Notifications will come from notify@doas.exceedlms.com. Review Foundational Learning Programs on the Training Support Center in the GA@WORK Resource Library.
	Attend the NCN Halftime Report *(Optional)*	All	All NextGen Change Network members	nextgen@sao.ga.gov	6/13/2025	Supporting information is on meeting invitation.
	Encourage your agency to begin registering for Instructor Led Training (ILT)	All	POCs and NextGen Change Network members	Questions about Training, contact NextGen_Training@sao.ga.gov	Begins 6/23/2025	Registration for Role-Based Learning Programs begins in June. You can find Role-based Learning Programs on the Training Support Center on the GA@WORK Resource Library.
	Attend the NCN Meeting	All	All NextGen Change Network members	nextgen@sao.ga.gov	6/24/2025	Supporting information is on meeting invitation. At least one person from your agency should attend or rewatch the recording.
	Distribute the Manager, Employee, HCM, and Finance Toolkits and Resources	All	POCs and Change Agents	Access on GA@WORK Resource Library	6/27/2025	These materials are available on the GA@WORK Resource Library. Finance toolkits will be available in mid-June. POCs received through email a start here guide and template to understand how to use and distribute the toolkits.
	Watch and Distribute the FIN/PRO video – Journals and Transactions	All	All NextGen Change Network members	Access on GA@WORK Resource Library	6/27/2025	Watch and share the video on Journals and Transactions after it is published to GA@WORK Resource Library.
	Report your Super Bowl progress	All	POCs	Access here: NCN Workspace SharePoint Site	6/30/2025	The Super Bowl form is how agency progress is captured to complete OCM Readiness Activities.
	Review and utilize the POC Engagement Plan *(Optional)*	All	POCs	Access here: NCN Workspace SharePoint Site	7/31/2025	The Engagement Plan was created to help POCs make connections between resources and how you can use them in your agency. You can find your Engagement Plan on the NCN Workspace.
	Review and utilize the NCN Q2 presentation *(Optional)*	All	All NextGen Change Network members	Access here: NCN Workspace SharePoint Site	7/31/2025	Support your agency's ongoing awareness and understanding messaging by using this deck to share about the NextGen project and GA@WORK implementation.

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