



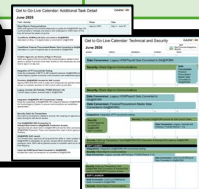
✓ Request	What to review for and instructions	Due date
Complete your Employee Foundational Learning Program	If you did not complete your Employee Foundational Learning program by 5/28/2026, please log into Team Georgia Learning and complete it before June 11, 2026.	6/11/2026
Learn from your agency how you will sign-in to GA@WORK	Your agency is responsible for communicating how to sign-in and access GA@WORK beginning July 1. <input type="checkbox"/> If you have not received instructions, reach out to your agency help desk or IT team.	June 2026
Expense Submission – This is for those employees who submit or approve expense reports		
Submit any cash advances or expense reports in Concur	Employees should submit all expense reports and cash advances by June 24, 2026. All should be approved by 6/26/2026.	6/11/2026
Screenshots and downloads from TeamWorks – Saved screenshots provide a way for you to self-validate your information in GA@WORK		
Take screenshots of paystips	Historic paystips will not be converted into GA@WORK. This is important for any employees who might be buying a car or home and need proof of income. <input type="checkbox"/> Take screenshots of paystips at least from Jan. 1 – June 30, 2026.	6/30/2026
Download W-2s older than five years	Only five years of W-2s will be converted to GA@WORK. <input type="checkbox"/> Employees should download any W-2s beyond that date if needed.	6/30/2026
Take screenshots of leave balances and requests	<input type="checkbox"/> Take a screenshot of your current leave balance in Teamworks as of June 24. <input type="checkbox"/> Take a screenshot of any future leave requests past June 30 in TeamWorks.	6/30/2026
Time and Absence Preparation – Complete these activities to manage your time and leave requests		
Enter and submit requests	<input type="checkbox"/> By June 24, enter and submit all time and leave requests through June 30, 2026.	6/24/2026

A Job Aid is available to help complete these activities on the [GA@WORK Resource Library](https://sao.georgia.gov/gawork-resource-library), <https://sao.georgia.gov/gawork-resource-library>.





✓	Tech Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Review email how to communicate to your agency about sign-on and work with your POC to communicate this message to your agency	Tech	All	ASP, Agency IdP Admin, POC	Nextgen_SecMap@sao.ga.gov	6/1/2026	Refer to email, "Notification – Responsibility to communicate (method) sign-on in your agency"
	Attend the Security Update Meeting	Tech	All	ASP, Agency IdP Admin, CIOs	Nextgen_SecMap@sao.ga.gov	6/15/2026	Refer to email invitation
	Conduct GA@WORK connectivity testing	Tech	Selected agencies	Integration contact(s)	Nextgen_Integrations_Team@sao.ga.gov	6/15 - 6/26/2026	Refer to emails from NextGen Integrations team – selected agencies should have received invitations
	SSO Agencies – Make plans to communicate sign-on instructions to your agency	Tech	Agencies using SSO log-in	GETS/Non GETS Identity Management Administrators, HRDs and ASPs	Nextgen_SecMap@sao.ga.gov	6/22/2026	Refer to upcoming email, "Instructions - Update IdP(OKTA) Configuration for GA@WORK - Production for Go-Live - GETS Agencies" or "Instructions - Update IdP (OKTA, Azure, Duo, SafeNet, etc.) Configuration for GA@WORK - Production for Go-Live – Non GETS Agencies"
	Native sign-on agencies – Make plans to communicate sign-on instructions and credentials to your agency	Tech	Agencies using Native log-in	ASPs and POCs	Nextgen_SecMap@sao.ga.gov	6/22/2026	Refer to upcoming email, "Instructions – Responsibility to communicate sign-on in your agency"
	Hybrid agencies – Make plans to distribute sign-on instructions to your agency	Tech	Agencies using Hybrid log-in	Hybrid GETS Identity Management Administrators, HRDs and ASPs	Nextgen_SecMap@sao.ga.gov	6/22/2026	Refer to upcoming email, "Notification – Responsibility to communicate Hybrid sign-on in your agency"
	Complete any Security Mapping updates as part of Soft Launch activities	Tech	All	ASPs	Nextgen_SecMap@sao.ga.gov	6/22-6/30	Refer to upcoming communications



Please review the [Technical Get to Go-Live Calendar](#) for important dates

Remember to use these resources if you need more information:



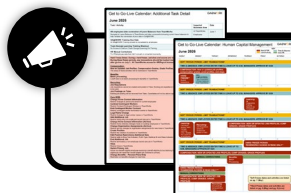
[GA@WORK Resource Library](#)



[NextGen email](#)



Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
Identify participants and request access to participate in Soft Launch via the Soft Launch Request Form	HCM, FIN	All	POCs, HRDs, CFOs	Nextgen@sao.ga.gov	5/18 – 6/12/2026	Refer to email, “Action Required by June 12–Identify Agency Employees for GA@WORK Soft Launch” for more information Note - All agencies should identify at least one participant for HR Manual Corrections. These participants will complete HR manual corrections during Soft Launch.
Attend Payroll Community Meeting	Payroll	All	Payroll Partners, HRDs, CFOs	Nextgen.Payroll@sao.ga.gov	6/4/2026	Refer to meeting invitation
Attend ADP SmartCompliance Office Hours (Optional)	HCM	All	CFOs and Tax Preparers	taxservices@sao.ga.gov	Each Thursday beginning 6/4/2026	Refer to email, “Sign Up to attend ADP SmartCompliance Office Hours.” Sessions are every Thursday in June, except not on 6/18.
Attend GA@WORK HCM End-to-End Demo (Optional)	HCM	All	HRDs	hra.assistance@doas.ga.gov	6/10/2026	Refer to email, “Upcoming GA@WORK HCM End-to-End Demo - June 10, 2026: for more information
Attend GA@WORK Implementation for HRDs meeting	HCM	All	HRDs	Nextgen@sao.ga.gov	6/17/2026	Refer to meeting invitation
Complete HCM Soft launch activities	HCM, FIN	All	POCs, HRDs,	Nextgen@sao.ga.gov	6/22 – 6/30/2026	Identified participants will complete activities within HCM (HR/Benefits Manual Corrections and Recruiting)
Run and store any needed data outputs, reports / queries outside of TeamWorks beyond the retention requirements	HCM	All	HRDs	Nextgen.Retention@sao.ga.gov	Ongoing	See email sent on 6/16/2025; contact inbox for more information
Submit training enrollment request for new or existing employees for role-based learning programs	HCM + Training	All	HRDs	HRDs should submit the Learning Help form if role-based training is needed.	Ongoing	Employees and managers should self-enroll in their Foundational Learning Program, as applicable through 6/10. HRDs should update the Sup Org as needed (e.g., manger hires) and connect with ASPs to assign any required security roles.





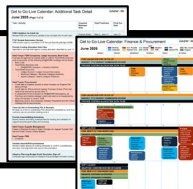
✓	Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Identify participants and request access to participate in Soft Launch via the Soft Launch Request Form	FIN, HCM	All	POCs, HRDs, CFOs	Nextgen@sao.ga.gov	5/18 – 6/12/2026	Refer to email, “ <i>Action Required by June 12– Identify Agency Employees for GA@WORK Soft Launch</i> ” for more information <i>Note - Any requests for access to the system for select Finance activities will be reviewed and approved by the project team based on the justification provided in the request form.</i>
	Attend Tax Preparation Meeting	FIN	All	CFOs	TaxServices@sao.ga.gov	Varies – 6/8-6/16	Refer to email, “ <i>Action Required: Request and Submit Government Information Letter by June 3</i> ” for more details
	Review FDM and submit any updates to be included prior to soft open	FIN	All	CFO, or who the agency has designated to oversee the FDM	Nextgen_FDM@sao.ga.gov	6/12/2026	Refer to email, “ <i>FDM mapping updates available twice a month</i> ”
	Attend Payroll Accounting webinar	FIN	All	CFOs	Nextgen@sao.ga.gov	6/8/2026	Refer to upcoming email, “ <i>Attend payments of payroll liabilities webinar and Payroll Accounting demos</i> ”
	Attend the GA@WORK Monthly Finance Readiness Meeting	FIN	All	CFOs	Nextgen@sao.ga.gov	6/18/2026	Refer to meeting invitation for details
	Complete soft launch activities	FIN	Selected	CFOs, selected participants	Dependent on activity	6/22 – 6/30/2026	Identified participants from agencies that receive approval to access during Soft Launch will complete activities related to the following: <ul style="list-style-type: none"> • Budget Amendments • Grants • Warrants/Allotments • Costing Allocations



✓	Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Cash Advances and Expense Reports Due in Concur	FIN	All	Employees	<i>Follow agency procedures</i>	6/24/2026	This is a get to go-live activity
	Cash Advances and Expense Approvals Due in Concur	FIN	All	Expense Approvers	<i>Follow agency procedures</i>	6/26/2026	This is a get to go-live activity
	Concur Back Office Approvals Due	FIN	All	Back Office Approvers	<i>Follow agency procedures</i>	6/28/2026	This is a get to go-live activity
	Review - ARIS sunsetting for most operations	FIN	Selected	CFOs	Nextgen@sao.ga.gov	6/30/2026	Refer to email, "ARIS to be limited after GA@WORK go-live"
	Complete checklist of recommended close activities	FIN	All agencies using GA@WORK Financials	CFOs	Nextgen_FDM@sao.ga.gov	Each month through go-live	The checklist was delivered by email; it includes due dates and where to submit file(s)
	Run and store any needed data outputs, reports / queries outside of TeamWorks beyond the retention requirements	FIN	All agencies using GA@WORK Financials	CFOs	Nextgen.Retention@sao.ga.gov	Ongoing	See email sent on 6/16/2025; contact inbox for more information
	Complete Year End Data Cleanup	FIN	All	CFOs	fscm@sao.ga.gov	Ongoing though go-live	Refer to email communications
	Validate Payroll Costing Allocations	FIN	Selected agencies	Agency costing allocation POC	NextGen_AgencyPayroll@sao.ga.gov	Ongoing	Refer to email communications



Also available: Refer to the AP Checklist



Please review the [Finance & Procurement Get to Go-Live Calendar](#) for important dates

Remember to use these resources if you need more information:



[GA@WORK Resource Library](#)




[NextGen email](#)

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 the month.

✓	Procurement Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Catalog Orders must be dispatched by June 5	PRO	All	Team Georgia Marketplace Users	procurementhelp@doas.ga.gov	6/5/2026	All eProcurement Catalog orders must be fully processed and dispatched to Statewide Contract Catalog Suppliers by close of business Friday, June 5.
	Clean up old or outstanding POs	PRO	All	APO/CUPO	nextgen@sao.ga.gov	6/5/2026	Recommended date to complete PO clean up to support contract conversion; however, clean-up will continue until July 10
	Attend the SPD Forms and Templates Update Webinar	PRO	All	APOs, CUPOs and Procurement Professionals	spdpolicy@doas.ga.gov	6/8/2026	Attend the webinar for information on updated templates for GA@WORK Marketplace. Register online at https://doas.ga.gov/Events
	Attend the P-Card Roundtable	PRO	All	CFOs, APO/CUPOs, P-Card Admins	Cardprograms@doas.ga.gov	6/22/2026	Watch for the invitation to register the week before.
	Complete P-Card Statement Reconciliation	PRO	All	P-card administrators	Cardprograms@doas.ga.gov	Refer to dates given in May Roundtable (which dates applies to admins)	P-Card administrators should determine their cutoff dates specific to their p-card billing date for when they need the final statement in TeamWorks to be reconciled so it can be paid by the last payment day by AP
	Attend Procurement Huddle	PRO	All	APOs, CUPOs and Procurement Professionals	georgia.learning@doas.ga.gov	6/24/2026	Registration link will be announced by SPD and posted to https://doas.ga.gov/Events
	Monitor Open Solicitations in JAGGAER Sourcing Director	PRO	USG, SPD and GTA only	CUPOs, GTA APO and SPD Agency Sourcing	agency.sourcing@doas.ga.gov	6/24 – 7/17/2026	Status of all JAGGAER events for USG and GTA should either be under evaluation by June 24, OR please keep the event open until July 17 or later.
	Limit Activity in JAGGAER Sourcing Director	PRO	USG, SPD and GTA Only	CUPOs, GTA APO and SPD Agency Sourcing	agency.sourcing@doas.ga.gov	6/26 – 7/2/2026	Avoid accessing JAGGAER Sourcing Director from 6/26 – 7/2 where possible to ensure smooth transition and reduce risk of disruptions.



 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 the month.

✓	Procurement Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	P-Card statements to be paid in full	PRO	All	CFOs, P-Card Administrators	cardprograms@doas.ga.gov	Ongoing through go-live	Monthly account statements
	Continue data clean-up	PRO	All	APO/CUPO and P-Card Administrators	<ul style="list-style-type: none"> For P-cards: cardprograms@doas.ga.gov For Supplier Invoices: nextgen@sao.ga.gov For Supplier Contracts and Strategic Sourcing Events: https://service.doas.ga.gov/app/AskNextgenSupport 	Ongoing	For P-Card data cleanup, refer to April 22, 2026, P-Card Administrator Roundtable



Please review the [Finance & Procurement Get to Go-Live Calendar](#) for important dates

Remember to use these resources if you need more information:



[GA@WORK Resource Library](#)



[NextGen email](#)



✓	Request	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Self-enroll in GA@WORK Expense Management	All	Employees who submit non-travel expenses	Team Georgia Learning	6/10/2026	Employees who will submit non-travel expenses in GA@WORK should self-enroll in the GA@WORK Expense Management eLearning and complete it no later than June 11. The course will also be available in GA@WORK after go-live.
	Attend the NCN Halftime Report (Optional)	All	All NextGen Change Network members	Nextgen@sao.ga.gov	6/12/2026	Supporting information is on meeting invitation.
	Complete training assignments	All	All employees	Learning Help Form	6/11/2026	All GA@WORK training is due by June 11 to appear on transcripts in GA@WORK. More information: GA@WORK Resource Library
	Communicate to your agency about how they will access and sign-on to GA@WORK	All	Agency Security Partners (ASPs) + POCs	Nextgen@sao.ga.gov	6/22/2026	Your Agency Security Partner/IdP Administrator will receive detailed instructions to complete in order for employees in your agency to log-in to GA@WORK. Work with them to communicate this to your agency.
	Attend the NCN Meeting	All	All NextGen Change Network members	Nextgen@sao.ga.gov	6/23/2026	Supporting information is on meeting invitation. At least one person from your agency should attend or rewatch the recording. Note the meeting is 1.5 hours in duration.
	The Sandbox (GA13) Access is removed	All	Anyone using the Sandbox (GA13)	-	6/26/2026	Access to the Sandbox (GA13) will be removed.
	Report your agency Super Bowl progress	All	POCs	Access form here: NCN Workspace SharePoint Site	6/26/2026	The Super Bowl form is how agency progress is captured as they complete OCM activities.
	Attend Learning Labs for role based training	All	All employees who completed role-based trainings	Nextgen_Training@sao.ga.gov	Varies – See schedule	Attend Learning Labs following instructor-led training to gain additional insight, see demos and experience hands-on practice (if applicable).
	Reminder! All employees and managers that use TeamWorks for Time and Absence need to make sure their time and leave information is entered, submitted, and approved before GA@WORK goes live on July 1				6/30/2026	Refer to email, “ <i>Action Required: Employees Enter Time and Leave; Managers Approve All Time and Leave Requests</i> ”



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 the month.

✓	Request	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Finalize your post go-live Agency Support Team efforts and communicate to your agency about your team	All	POCs	Nexgen@sao.ga.gov	6/30/2026	Refer to the orientation on 3/31/2026. Materials and resources are available on the NCN Workspace. An email communication template is available on the NCN Workspace to communicate to your agency about your Support Team and/or plans.
	Deliver these resources to your agency: <ul style="list-style-type: none"> • Employee Readiness Checklist • Go-Live Guides • GA@WORK Primetime News video 	All	POCs <i>work with agency communicators as available</i>	Nextgen@sao.ga.gov	Ongoing	The Employee Readiness Checklist, Go-Live Guide, and Video are available online on the GA@WORK Resource Library . Find email templates to share about these materials on the NCN Workspace.
	Present updated materials to your agency using the "Agency Outreach Presentation Template_June 2026" deck (Optional)	All	All NextGen Change Network members	Nextgen@sao.ga.gov	Ongoing	These materials will be updated when new information is available. POCs and NCN members can use these materials to share key messages and updates with their agency. Access Here: Agency Outreach Presentation Template June2026.pptx
	Super Users continue their preparation efforts and submit their attestation form to be certified	All	Super Users	Nextgen_Training@sao.ga.gov	Ongoing	Super Users continue to work with their agency POCs, training teams, and process owners to prepare for GA@WORK.
	Continue to visit the Support Portal	All	GA@WORK users with functional or administrative roles who have access	Gaatwork_support_portal@sao.ga.gov	Ongoing	Encourage those users with permissioned access to become familiar with this tool to use at go-live. Business area specific materials will be moved from the GA@WORK Resource Library to the Support Portal in mid-June.

Remember to use these resources if you need more information:

