GA@WORK

Change Impact View

Managers

PERSONA DESCRIPTION

- Managers who have managerial responsibilities because they have Employees assigned to them
- This information is not exhaustive, and users are reminded to complete applicable training and review Job Aids

KEY CHANGES

Access and Security

- Managers will be tasked with initiating security requests directly within the GA@WORK system.
- The Delegation of Authority feature enables users to assign tasks to other agency personnel, ensuring seamless continuity of operations during their absence.

Learning

- For agencies going live with GA@WORK Learning, managers will be able to utilize the GA@WORK LMS to efficiently browse and search for courses, enroll employees, generate reports to assess training compliance, and monitor employees' progress in meeting requirements.
- Managers will also enroll their direct reports in learning content in GA@WORK.

Recruiting and Onboarding

- Recruiting Managers will initiate transactions such as creating a job requisition, reviewing a candidate, and completing an interview.
- Onboarding tasks will be initiated within GA@WORK, including the identification of key individuals for the new employee to meet and the delivery of a welcome message.

Talent Management

- Goal Setting will be a separate task from the Performance Review creation process.
- Section weights in performance reviews cannot be modified.
- Manager acknowledgement will be necessary to complete the review process in GA@WORK, but Managers will no longer be able to use a "Manager override" to acknowledge documents on the Employees' behalf. Only HR will have the ability to complete that action.

Time Tracking and Absence Management

- Managers need to be familiar with notifications, as they will receive them within the GA@WORK system for time off, leave requests, and approvals. Each request must be reviewed and approved individually within GA@WORK.
- Managers will need to regularly check their notifications in the system, as this will indicate items requiring their attention.
- Schedule assignments will drive time calculations. There is no workgroup assignment within GA@WORK.

Compensation

- Managers will initiate a step to propose a compensation change within GA@WORK.

What are benefits to Managers in GA@WORK?

- Managers will easily see what items need their review and approval through notifications
- There is a consolidated calendar to view team absences, so Managers will see at a glance when their team members have leave
- There are enhanced performance and talent management capabilities – including cascading goals, team calibration, and assessing team potential
- Onboarding will be initiated entirely in GA@WORK
- Analytics and dashboards are available to help manage team productivity

What challenges might Managers face when adopting GA@WORK?

- The transition from paper to digital may be challenging as Managers learn new ways of doing business
- Learning how to adopt to the frequency of notifications to review and respond to is a new skill for managers to master
- During performance management, goal setting will be completed within GA@WORK – the performance review and goal setting processes will be separate

What is not changing?

- Manager responsibilities to review team member requests
- The importance of using a tool, in this case GA@WORK, to document managerial decisions
- Managers still complete performance reviews

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