



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	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Complete manual corrections for silver build	HCM	Selected	HRDs and selected agency participants	nextgen@sao.ga.gov	3/4/2026	Refer to email, "You're Invited: NextGen HR Manual Corrections Kick-Off Meeting"
	Attend the GA@WORK Implementation for HRDs Meeting	HCM	All	HRDs	nextgen@sao.ga.gov	3/18/2026	Refer to meeting invitation
	Make updates or corrections to your Supervisory Organization	HCM	All	Agency POCs, HRDs	nextgen_SupOrg@sao.ga.gov	3/27/2026	Refer to email, "Supervisory Organization: Validate Agency Supervisory Organization Data" sent on 2/18/2026
	Continue HCM data clean-up activities (ex. benefits eligibility) Any data not cleaned-up in the legacy system may result in disruption of benefits and payroll	HCM	All	HRDs	https://service.doas.ga.gov/app/AskNextgenSupport	Ongoing	Refer to requests in your email from BAs
	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

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
	Attend the Cash Conversion Office Hour Session (Optional)	FIN	All	CFOs, Banking team Members	nextgen_FDM@sao.ga.gov	3/3/2026	Office hours are from 11-11:30 a.m.
	Submit Cash Conversion file(s) through Kiteworks link	FIN	All	CFOs, Banking team members	nextgen_FDM@sao.ga.gov	There are 2 due dates, 3/4/2026 and 3/9/2026	The Kiteworks link was distributed in mid-February
	Participate in final Finance testing	FIN	All	Agency selected testers	nextgen_Testing@sao.ga.gov	Testing is ongoing the last 3 weeks of March	Refer to upcoming email communications to be sent
	Participate in End to End Grants Testing	FIN	Agencies using Grants	Agency selected testers	nextgen_Testing@sao.ga.gov	March 9 – April 2	Refer to upcoming email communications to be sent
	Attend the GA@WORK Monthly Finance Readiness Meeting	FIN	All	CFOs	nextgen@sao.ga.gov	3/26/2026	Refer to meeting invitation for details
	Review FDM mapping template and submit any changes or net new additions	FIN	All	CFO, or who the agency has designated to oversee the FDM	nextgen_FDM@sao.ga.gov	The template is sent twice monthly; they only need to respond when they have updates	Refer to email, “ <i>FDM mapping updates available twice a month</i> ”
	Complete Budget Mapping Requests	FIN	All	Budget team	NextGen_Budgets@sao.ga.gov	Ongoing through Cutover	Refer to email communications see subject line “ <i>Select your agency’s FY27 Budget Upload Process</i> ” sent week of Feb. 16
	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 Supplier Data Cleanup	FIN	Selected	Supplier Liaisons	supplier@sao.ga.gov	Ongoing	Agencies that need to take action received an email, “ <i>Action required: Update supplier contact information</i> ”



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✓ Procurement Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
Attend the Procurement Huddle <i>(Optional)</i>	PRO	All	Procurement community	https://doas.ga.gov/Events (Registration link will be posted soon)	3/25/2026	Refer to invitation for details
Attend Monthly P-Card Roundtable <i>(Optional)</i>	PRO	All	APO/CUPO, CFOs, P-Card Administrators	cardprograms@doas.ga.gov	3/30/2026	Email the contact to receive an invitation
Agencies publishing/managing electronic solicitations in Team Works must ensure all events are under evaluation (no longer open for bidding) by May 4, 2026.	PRO	Only state agencies in Team Georgia Marketplace™ Strategic Sourcing Module. Does NOT apply to the University System of Georgia.	APOs	agencysourcing@doas.ga.gov	5/4/2026	Contact SPD Agency Sourcing team. All solicitations (RFI, RFQ, RFQC and RFP) must be in “under evaluation” status no later than 5/4/2026.
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 PO & Supplier Invoices: nextgen@sao.ga.gov For Supplier Contracts: https://service.doas.ga.gov/app/AskNextgenSupport For Strategic Sourcing Events: https://service.doas.ga.gov/app/AskNextgenSupport 	Ongoing	Refer to May 2025 APO/CUPO follow-up email communication (Access PPT and video recording: https://www.doas.ga.gov/state-purchasing-division/gawork-procurement/apo-cupo-meetings) For P-Card data cleanup, refer to July 2025 P-Card Administrator Roundtable

Remember to use these resources if you need more information:





✓	Request	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Automatic enrollment in the “Employee Foundational Learning Program” begins for all employees in your agency	All	Everyone	Training notifications will be delivered from notify@doas.exceedlms.com	Beginning 3/2/2026	If employees have not heard of GA@WORK the enrollment notification may be a surprise. Submit any training questions using the Learning Help form . Encourage employees to quickly complete their training.
	Super User Nominations Close	All	POCs	nextgen_Training@sao.ga.gov	3/6/2026	Super User agency nominations close on 3/6/2026. After go-live, Super User nominations will shift to a twice-a-year cycle, with additional submissions when an agency needs to replace someone due to a transfer or role change.
	Automatic enrollment in the “Manager Foundational Learning Program” begins for all managers in your agency	All	Managers in agencies	Training notifications will be delivered from notify@doas.exceedlms.com	Beginning 3/9/2026	Managers as identified through Supervisory Organization planning will be enrolled in this learning program. Submit any questions regarding enrollment using the Learning Help form . The Employee Foundational Learning Program is a pre-requisite to this program.
	Attend the NCN Halftime Report (Optional)	All	All NextGen Change Network members	nextgen@sao.ga.gov	3/13/2026	Supporting information is on meeting invitation.
	Automatic enrollment in role-based learning programs begins	All	Applicable employees	Training notifications will be delivered from notify@doas.exceedlms.com	Beginning 3/16/2026	Assignments of a Role-Based Learning Program is driven by Security Role Mapping efforts. Submit any enrollment questions using the Learning Help form . The Employee Foundational Learning Program is a pre-requisite to all role-based programs.
	Attend the NCN Meeting	All	All NextGen Change Network members	nextgen@sao.ga.gov	3/24/2026	Supporting information is on meeting invitation. At least one person from your agency should attend or rewatch the recording.

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✓	Request	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Attend orientation for building your agency's go-live support team	All	POCs	nextgen@sao.ga.gov	3/31/2026	See meeting invitation when sent for more information.
	Begin to request and review the training completion report for your agency	All	POCs	notify@doas.exceedlms.com	Beginning mid-March	Refer to email "GA@WORK End User Training Progress Report" sent on 3/2/26.
	Continue to share the training readiness activities as covered in the Ready – Set – Go-live Journey to your agency	All	POCs	See "Supporting Information"	2/27/2026	View the Ready – Set – Go-live Journey here In the NCN workspace , access the Training talking points and training overview email template .
	Report your agency Super Bowl progress	All	POCs	Access form here: NCN Workspace SharePoint Site	3/27/2026	The Super Bowl form is how agency progress is captured as they complete OCM activities.
	Present updated materials to your agency using the "Agency Outreach Presentation Template_February 2026" deck (Optional)	All	All NextGen Change Network members	nextgen@sao.ga.gov	3/27/2026	These materials will be updated when new materials are developed to share. POCs and NCN members can use these materials to share key messages and updates with their agency. Access Here: Agency Outreach Presentation Template_March 2026.pptx
	Super Users continue their training efforts	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.

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