



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
	Complete Security Role Mapping Template	All (HCM, FIN, PRO)	All	Agency Security Partners (Current ASOs)	NextGen_SecMap@sao.ga.gov	5/9/2025	Agency security partners (Current ASOs) will receive templates
	Submit testers for enterprise User Acceptance Testing (UAT)	All (HCM, FIN, PRO)	All	POCs	nextgen_testing@sao.ga.gov	Instructions and due dates will be shared in upcoming email communications	
	Update the Security Role Mapping tracker with agency progress for both HCM & FIN	All (HCM, FIN, PRO)	All	Agency Security Partner (ASP)	nextgen_secmap@sao.ga.gov	Update weekly	Refer to email communications for the tracker link supporting information, and a recording
	Sign-off on Legacy System Remediation integrations	Tech	Selected	Agency IT	nextgen_integrations_team@sao.ga.gov	5/30/2025	Refer to email communications
	Provide updates or changes to HCM and/or FIN/PRO Data Validators	All (HCM, FIN, PRO)	All	POC	Nextgen_datavalidation@sao.ga.gov	6/3/2025	Refer to email communications





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	Review your agency Sup Org and submit any changes or updates	HCM	All	HRDs	To submit any updates, send an email to the SAO Customer Service Center, HCM@sao.ga.gov with the subject line: HCM Sup Org Design – XXX (Provide your 3-digit agency Number).	5/7/2025	Refer to email communications
	ADP Tax Forms – Submit and/or re-sign for confirmation	PAY	Selected agencies	Payroll team	taxservices@sao.ga.gov	5/7/2025	Refer to email communications
	Integration testing and confirmation as part of 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	
	Continue HCM data clean-up	HCM	All	HRDs	nextgen@sao.ga.gov	Ongoing	Refer to email communications
	Benefits – Additional data clean-up activities (pension, ongoing maintenance)	HCM	Selected agencies	POCs and HRDs	If you have questions, select the clean-up support link: https://service.doas.ga.gov/app/AskNextgenSupport	This activity is ongoing – please refer to email communications to see what your agency may need to complete	
	Submit Q1 FY25 941 and G7	PAY	All	Payroll team	If you have questions, please email: taxservices@sao.ga.gov	5/9/2025	Refer to email communications
	Sign-off on payroll check format	PAY	All	Payroll team	nextgen@sao.ga.gov	5/30/2025	Refer to upcoming email communications for additional information





✓	Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	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: nextgen@sao.ga.gov For Strategic Sourcing Events: https://service.doas.ga.gov/app/AskNextgenSupport 	Ongoing in May	<ul style="list-style-type: none"> Refer to December APO/CUPO follow-up email communications for slides Refer to the April 2025 P-Card Administrator Roundtable for more p-card information.
	Register for a FDM Translator Tool Training	FIN	All	CFO, or their appointed designee	nextgen@sao.ga.gov	5/5/2025	Session materials will be provided after the training
	Participate in Adaptive System Integration Testing (SIT) Cycle 1	FIN	Selected agencies	Agency identified testers	nextgen_testing@sao.ga.gov	5/16/2025	Refer to email communications
	Collect data – Bank Account and Cash Conversion Information	FIN	All agencies using GA@WORK Financials	CFO	nextgen_FDM@sao.ga.gov	5/23/25	Refer to email for templates, instructions, and Office Hour invitations
	Review states 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
	Review checklist of recommended close activities	FIN	All agencies using GA@WORK Financials	CFO	nextgen_FDM@sao.ga.gov	Each month through go-live	Refer to email for additional information
	Integration testing and confirmation as part of SIT	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	





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	Distribute the CRA survey	All	POCs and Change Agents	nextgen@sao.ga.gov	5/1/2025	POCs refer to your communication toolkit in the NCN Workspace , which will include a "Start Here" guide and an email announcement template. The CRA survey is open from 4/22-5/5.
	Attend the NCN Halftime Report (Optional)	All	All NextGen Change Network members	nextgen@sao.ga.gov	5/16/2025	Supporting information is on meeting invitation.
	Attend the NCN Meeting	All	All NextGen Change Network members	nextgen@sao.ga.gov	5/27/2025	Supporting information is on meeting invitation. At least one person from your agency should attend or rewatch the recording.
	Report your Super Bowl progress	All	Agency POC	Access here: NCN Workspace SharePoint Site	5/28/2025	The Super Bowl form is how agency progress is captured to complete OCM Readiness Activities.
	Distribute the Manager and Employee HCM Toolkits	All	POCs and Change Agents	Access on GA@WORK Resource Library	5/30/2025	Toolkits will be available in early May. POCs, will receive an email when toolkits are available, along with a start here guide 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	5/30/2025	Watch and share the video on Journals & Transactions after it is published to GA@WORK Resource Library the week of 5/26.
	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.

