



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 the GA@WORK Implementation for HR Directors	HCM	All	HRDs	hra@doas.ga.gov	11/19/2025	Refer to meeting invitation
	Validate Supervisory Organization Data	HCM	All	Identified validators and HRDs	nextgen_secmap@sao.ga.gov	11/10/2025 – 12/5/2025	Refer to email communications
	Retain records in preparation for next round of Payroll Compare	PAY	Selected	Payroll professionals	nextgen.payroll@sao.ga.gov	Ongoing in November	Refer to email sent on 9/15 with subject line, “Action required: Provide your agency’s Payroll Compare testers”
	Run and store any needed data outputs 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
	Continue HCM data clean-up activities Any data not cleaned-up in the legacy system may result in disruption of benefits and payroll	HCM	Selected	HRDs	https://service.doas.ga.gov/app/AskNextgenSupport	Ongoing	Refer to email communications
	Agencies add Company to the approved ACH Reverse Wire at their bank	HCM (Tax)	All	Agency Banking Admin	taxservices@sao.ga.gov	This is an ongoing activity. The form will be sent to the agencies, and the Agency Banking Admin will forward it to their banking partner. Additional instructions will be in email.	





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	Complete Budget Mapping Requests	FIN	All	Budget team	mahrufa.fardous@sao.ga.gov	November	Refer to email communications
	Submit grants-related conversion files (7) as requested	FIN	Agencies using Grants	Varies by agency - Grants Mgmt. Team, Accountant, POC	nextgen_grants@sao.ga.gov	Due date is dependent on file type to be submitted	Refer to email communications
	Respond to mapping request for more information (FDM)	FIN	Selected	POC and CFO	nextgen_FDM@sao.ga.gov	Ongoing	Agencies will be contacted if any information is needed
	Review Payroll Costing Allocation and submit feedback using KiteWorks	FIN	Agencies using Payroll Costing Allocation	Varies by agency – CFO, Payroll team	nextgen_FDM@sao.ga.gov	11/19/2025	Refer to email communications View the 10/29/2025 Overview Session recording here
	Attend CFO NextGen Meeting	FIN	All	CFOs	nextgen@sao.ga.gov	11/21/2025	Refer to invitation for details
	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)
	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	CFOs	nextgen@sao.ga.gov	Prior to go-live	Refer to email communications





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✓	Testing Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Participate in Adaptive Planning UAT	FIN	Selected	Selected testers	nextgen_testing@sao.ga.gov	7/9/2025 – November	Refer to email for testing details

✓	Procurement 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	- 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 in October	Refer to May 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 P-Card Administrator Roundtable
	Complete Supplier Data Cleanup	PRO	Selected	Supplier Liaisons	supplier@sao.ga.gov	12/31/2025	Agencies who need to take action received an email, "Action required: Update supplier contact information"





✓	Request	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Attend the NCN Halftime Report Meeting	All	All NextGen Change Network members	nextgen@sao.ga.gov	11/07/2025	Supporting information is on meeting invitation. At least one person from your agency should attend or rewatch the recording.
	Attend the Team Georgia Learning Webinar (Optional)	All	POCs and Change Agents	hra.assistance@doas.ga.gov	11/13/2025	This webinar will explain the Team Georgia Learning Management System in preparation for GA@WORK Training. It will be recorded and posted if you cannot attend/need to share the link afterwards. Watch the recording here from the 10/22/2025 on the GA@WORK Resource Library.
	Attend the Super User Kick-Off	All	Agency Super Users	nextgen_training@sao.ga.gov	11/12/2025 or 11/13/2025	Nominated Super Users received an email with the subject line, "Welcome! You've Been Nominated to be a GA@WORK Super User," which has more details and registration links.
	Attend the NCN Meeting	All	All NextGen Change Network members	nextgen@sao.ga.gov	11/18/2025	Supporting information is on meeting invitation. At least one person from your agency should attend or rewatch the recording.
	Attend the NextGen Townhall	All	Agency Heads and POCs	nextgen@sao.ga.gov	11/18/2025	Supporting information is on the meeting invitation.
	Report your Super Bowl progress	All	POCs	Access here: NCN Workspace SharePoint Site	11/26/2025	The Super Bowl form is how agency progress is captured as they complete OCM activities.
	Distribute the Pre-Training Readiness Road Map	All	POCs and Change Agents	nextgen@sao.ga.gov	11/30/2025	Talking points and an email template will be made available on the NCN Workspace – an email notification to the NCN will be distributed when those resources are available.
	Present updated materials to your agency using the "Agency Outreach Presentation Template_November 2025" deck (Optional)	All	POCs and NextGen Change Network members	Access on the NCN Workspace SharePoint Site	Ongoing	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.
	Continue to distribute and encourage the use of the HCM, Finance, Procurement, Manager, and Employee Toolkits and Resources	All	POCs and Change Agents	Access on GA@WORK Resource Library	Ongoing	These materials are available on the GA@WORK Resource Library . POCs received through email a start here guide and template to understand how to use and distribute the toolkits.

