Tech + Testing Readiness Requests

Preparing the technical components and aligning business processes to the enterprise-wide GA@WORK implementation.

October 2025
Agency Readiness Checklist

📢 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
☐	**Participate in Adaptive Planning UAT**	FIN	Selected	Selected testers	nextgen_testing@sao.ga.gov	7/9/2025 – November	Refer to email for testing details
☐	**Attend the CIO Meeting**	TECH	All	CIOs, HRDs	nextgen@sao.ga.gov	10/7/2025	Refer to meeting invitation for details
☐	**Sign-off on agency-specific LSR integrations**	TECH	Selected	Business owners	nextgen_integrations_team@sao.ga.gov	10/15/2025	Refer to email communications
☐	**Attend the working session to complete the Agency Login / Authentication Readiness Form – Hybrid/SSO/Mobile** (*Optional*)	TECH	SSO / Hybrid Agencies	Agency IdP Administrator	nextgen_secmap@sao.ga.gov	10/14/2025	Refer to meeting invitation for details
☐	**Attend the working session to complete the Agency Login / Authentication Readiness Form – Native with MFA Mobile Configuration** (*Optional*)	TECH	Agencies using Native with MFA	Agency IT team members who grant system access	nextgen_secmap@sao.ga.gov	10/15/2025	Refer to meeting invitation for details
☐	**Attend the working session to complete the Agency Login / Authentication Readiness Form – Hybrid/SSO/Mobile** (*Optional*)	TECH	Agencies using SSO / Hybrid	Agency IdP Administrator	nextgen_secmap@sao.ga.gov	10/21/2025	Refer to meeting invitation for details
☐	**Attend the working session to complete the Agency Login / Authentication Readiness Form – Native with MFA Mobile Configuration** (*Optional*)	TECH	Agencies using Native with MFA	Agency IT team members who grant system access	nextgen_secmap@sao.ga.gov	10/22/2025	Refer to meeting invitation for details
☐	**Change the URL in your IdP configuration for access to GA@WORK as practice for mock build**	TECH	Agencies using SSO / Hybrid	Agency IdP Administrator	nextgen_secmap@sao.ga.gov	10/22/2025	Refer to email with subject line, "*Action Required: Update IdP Configuration for GA@WORK Mock GoLive*" for more details
☐	**Complete the Agency Login / Authentication Readiness Form**	TECH + HCM	All	IdP Administrators/ IT team, HRDs, CIOs, POCs	nextgen_secmap@sao.ga.gov	10/31/2025	Refer to email, "*Agency Login/Authentication Readiness Form due 10/31*" for more details and instructions

NextGen Calendar and Look Ahead
Available through your Agency POC

GA@WORK Resource Library

NextGen email

NEXTGEN

GA@WORK
Human Capital Management (HCM) and Payroll Readiness Requests
Preparing the technical components and aligning business processes to the enterprise-wide GA@WORK implementation.

October 2025
Agency Readiness Checklist

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 HCM End-to-End Demo: Reporting (*Optional*)	HCM	All	HRDs	https://service.doas.ga.gov/app/AskNextgenSupport	10/9/2025	Refer to meeting invitation
	Attend the HR Community Meeting	HCM	All	HRDs	hra@doas.ga.gov	10/21/2025	Refer to meeting invitation
	Retain records in preparation for next round of Payroll Compare	PAY	Selected	Payroll professionals	nextgen.payroll@sao.ga.gov	Ongoing in October	Refer to email sent on 9/15 with subject line, "*Action required: Provide your agency's Payroll Compare testers*"
	Integration testing and confirmation as part of enterprise User Acceptance Testing (UAT)	HCM	Selected agencies with integrations to confirm	CIO/IT	nextgen_integrations_team@sao.ga.gov, and direct communications between integration teams and agencies	Ongoing	Refer to email communications
	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
	Complete 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	Agencies will be contacted directly by a Business Analyst as needed	Ongoing	Refer to email sent on 9/24 with subject line, "*Next steps – HCM Benefits Data Clean-Up*"
	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.

Finance Readiness Requests

Preparing the technical components and aligning business processes to the enterprise-wide GA@WORK implementation.

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 Budget Mapping Requests	FIN	All	Budget team	mahrufa.fardous@sao.ga.gov	Mid-October	Refer to email communications
	Attend the Grants Overview Workshop	FIN	Agencies using Grants	CFOs, Grants Professionals	nextgen_grants@sao.ga.gov	10/6/2025	Refer to email, "*Grants Overview Workshop Part 2 coming 10/6*" for more information.
	Submit grants-related conversion files (7) as requested	FIN	Agencies using Grants	Varies by agency - Grants Management 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	FIN	Selected	POC and CFO	nextgen_FDM@sao.ga.gov	Ongoing	Agencies will be contacted if any information is needed
	Review Payroll Costing Allocation	FIN	Agencies using Payroll Costing Allocation	Varies by agency – CFO, Payroll team	nextgen_FDM@sao.ga.gov	End - October, date to be announced	Refer to email communications
	Attend CFO NextGen Meeting	FIN	All	CFOs	nextgen@sao.ga.gov	10/24/2025	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 for additional information

NextGen Calendar and Look Ahead
Available through your Agency POC

GA@WORK Resource Library

NextGen email

NEXTGEN

Procurement Readiness Requests

Preparing the technical components and aligning business processes to the enterprise-wide GA@WORK implementation.

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 Procurement Huddle (*Optional*) Topic: Supplier Contracts	PRO	Procurement community	Procurement community	https://doas.ga.gov/Events	10/22/2025	Refer to invitation for details
	Attend Monthly P-Card Roundtable (*Optional*)	PRO	All	APO/CUPO, CFOs – P-Card agency contacts	cardprograms@doas.ga.gov	10/272025	Email the contact to receive an invitation
	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
	Integration testing and confirmation as part of enterprise User Acceptance Testing (UAT)	FIN/PRO	Selected agencies with integrations to confirm	CIO/IT, Accounting	nextgen_integrations_team@sao.ga.gov and direct communications between integration teams and agencies		Refer to email communications
	Complete supplier data update	FIN/PRO	All	APO/CUPO, CFO, and Supplier Liaisons	supplier@sao.ga.gov	12/1/2025	Refer to email, "*Action required: Update supplier contact information*" for more information

NextGen Calendar and Look Ahead
Available through your Agency POC

GA@WORK Resource Library

NextGen email

NEXTGEN

OCM and Training Readiness Requests

Helping leaders and employees gain the information, knowledge, and skills to be successful at implementing and utilizing GA@WORK within their agency.

GA@WORK

October 2025 — Agency Readiness Checklist

✓	Request	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Attend the NCN Halftime Report *(Optional)*	All	All NextGen Change Network members	nextgen@sao.ga.gov	10/10/2025	Supporting information is on meeting invitation.
	Attend the NCN Meeting	All	All NextGen Change Network members	nextgen@sao.ga.gov	10/21/2025	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	10/22/2025	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.
	Distribute the Pre-Training Readiness Road Map	All	POCs and Change Agents	nextgen@sao.ga.gov	10/24/2025	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.
	Report your Super Bowl progress	All	POCs	Access here: NCN Workspace SharePoint Site	10/24/2025	The Super Bowl form is how agency progress is captured as they complete OCM activities.
	Prepare for GA@WORK Learning Program Enrollment in October	All	POCs and NextGen Change Network members	Submit any training questions using the Learning Help form	Ongoing	POCs, HRDs, and others stakeholders will receive information about Learning Program (Path) Enrollment through an email, "*For Awareness and Action - GA@WORK Pre-Training Readiness Road Map and Training Information.*" Information in this email should be cascaded out to all agency employees so they can verify their access to Team Georgia Learning and update their email address in TeamWorks in advance of receiving their GA@WORK Learning Program (Path) enrollment.
	Present updated materials to your agency using the "Agency Outreach Presentation Template_September 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 encourage your agency employees to complete the Basic Navigation training course	All	POCs and NextGen Change Network members	Submit any training questions to the Learning Help form	Ongoing	Refer Training Support Center on the GA@WORK Resource Library for information about training
	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.