

Ready, Set, Go-live Journey

Use this checklist to help prepare for GA@WORK training and go-live.

Complete steps 1 through 6 before GA@WORK training launches on March 2, 2026.

✓	Steps	Description
1	Confirm your Team Georgia Learning access	<p>First, make sure your TeamWorks employee profile information (i.e., work email) is current.</p> <p>Then, use your employee ID to log into Team Georgia Learning to confirm you have access. If you cannot log in, request help using the Learning Help form.</p>
2	Bookmark and review the GA@WORK Resource Library	<p>Bookmark and explore the GA@WORK Resource Library to learn about training and access materials explaining what's changing with the new GA@WORK system.</p> <p>You can find detailed summaries of changes to expect:</p> <ul style="list-style-type: none"> ● All Employees & Managers: Employee Self-Service, Manager Self-Service ● HCM (HR/Payroll): Core HR, Compensation & Benefits, Recruiting, Talent Mgmt., Time & Absence, Learning, Security, Sign-On & Support, Payroll ● Finance: AP, AR, Assets, Banking, Budget, Accounting & Expense Mgmt., Grants & Projects, Foundation Data Model (FDM) ● Procurement: Supplier Contracts, P-Cards, Requisitions & POs, Strategic Sourcing, Supplier Mgmt., Accessing GA@WORK Procurement
3	Get a sneak peek into GA@WORK	<p>Take a moment to view common processes, features, and capabilities in GA@WORK.</p> <p>You can also browse system demos in: HCM, Finance, Procurement.</p>
4	<i>Managers:</i> Prepare your teams for GA@WORK	<p>First, complete the Manager Readiness Checklist to help get you and your teams ready for GA@WORK.</p> <p>Then, use this Start-Stop-Continue worksheet with your teams to identify what will change, stay the same, or be discontinued when GA@WORK goes live.</p> <p>For help completing these items, please reach out your agency Point of Contact (POC). Find your POC here.</p>
5	Prepare to learn	<p>See the Training Support Center in GA@WORK Resource Library to review your assigned Learning Programs and course descriptions.</p>
6	Use the GA@WORK go-live guides	<p>Watch for Employee and Manager go-live guides coming in 2026. To help you get ready for July 1, these guides provide information on where to get GA@WORK help and support, highlights of what's new, how to access the GA@WORK mobile app (if elected by your agency), and details around the go-live timeline.</p>
🚩	<i>Training begins in March 2026</i>	<p>Enrollment notifications: For some business suites, you will be automatically enrolled in your assigned GA@WORK Learning Programs and will receive notifications for enrollment from notify@doas.exceedlms.com:</p> <ul style="list-style-type: none"> ● Employee Foundational Learning Program: Enrollment begins March 2 ● Manager Foundational Learning Program: Enrollment begins March 9 ● Role-Based Learning Program: Enrollment begins March 16. If applicable, select instructor-led session dates/times. Sessions begin April 6.
7	Complete your GA@WORK Training by June 11	
📅	<i>GA@WORK's go-live is July 1.</i>	