

HCM System Updates

Instructions to Save Favorites

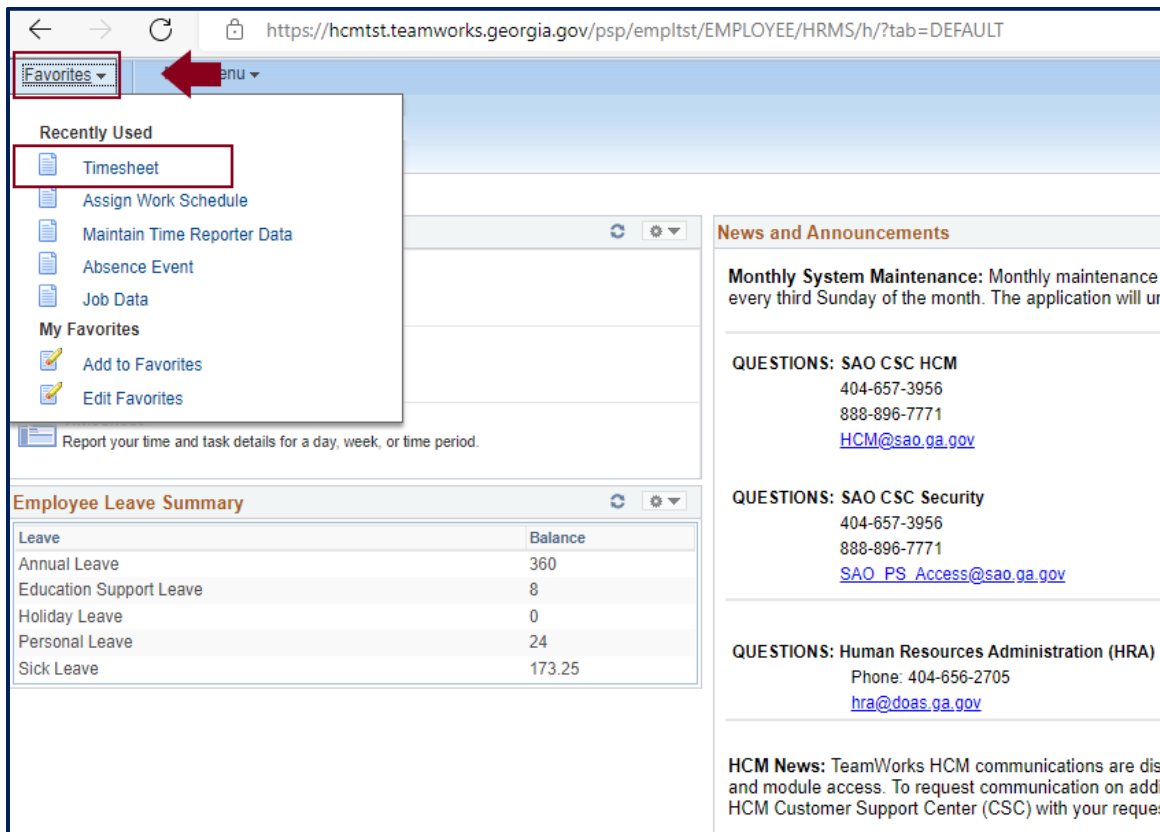
The State Accounting Office will implement the TeamWorks HCM System Updates in the near future. With the updates, the “Favorites” you currently have saved in HCM will not automatically transfer, so it is important you notate your current favorites full navigation paths to manually recreate them with the new updates.

How do I save my current favorites for the new TeamWorks HCM System Updates?

In order to retain your favorites, you must manually copy or write the full navigation path of each of your favorites, or you can take screenshots when navigating to a favorite.

Below is an example of a “Favorites” menu saved in Employee Self Service. Currently, the “Favorites” menu is located in the top left-hand corner of the page.

Favorites menu:



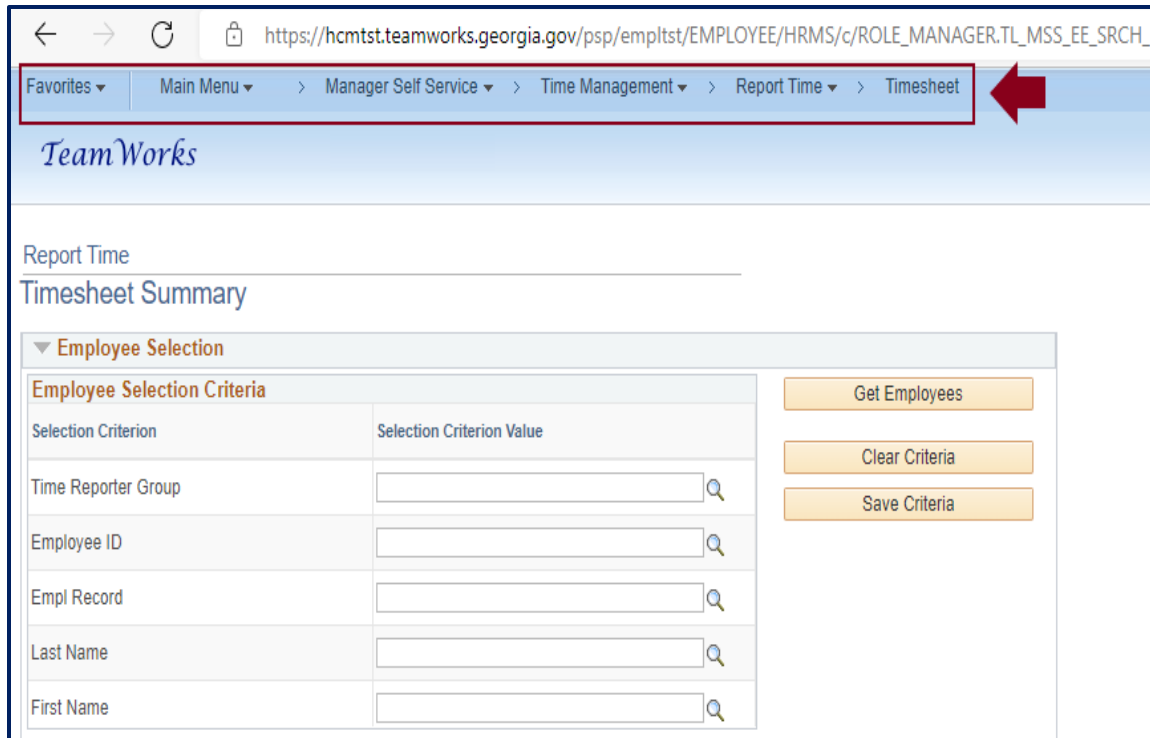
The screenshot shows a web browser window with the URL <https://hcmst.teamworks.georgia.gov/psp/empltst/EMPLOYEE/HRMS/h/?tab=DEFAULT>. In the top left corner, there is a 'Favorites' menu button. A red box highlights this button, and a red arrow points to it. The menu is open, showing a list of 'Recently Used' items: 'Timesheet', 'Assign Work Schedule', 'Maintain Time Reporter Data', 'Absence Event', and 'Job Data'. Below these are 'My Favorites' options: 'Add to Favorites' and 'Edit Favorites'. The 'Timesheet' item is also highlighted with a red box. The main content area shows 'News and Announcements' with sections for 'Monthly System Maintenance', 'QUESTIONS: SAO CSC HCM', 'QUESTIONS: SAO CSC Security', and 'QUESTIONS: Human Resources Administration (HRA)'. There is also an 'Employee Leave Summary' table.

Leave	Balance
Annual Leave	360
Education Support Leave	8
Holiday Leave	0
Personal Leave	24
Sick Leave	173.25

Once you click on your one of your “Favorites” the full navigation appears at the top of your page. You should either write down or take screenshots of each navigation path to retain for the TeamWorks HCM System Updates in October 2022.

Below is an example of the navigation path for the “Timesheet” favorite the employee has saved.

Navigation Path:



Another Job Aid will be available prior to go-live with instructions on how to recreate the Favorites.

If you have additional questions:

1. Visit the State Accounting Office website: <http://www.sao.georgia.gov/>
2. Visit the HCM System Updates website: <https://sao.georgia.gov/twhcmsupdates>
3. Contact the SAO Customer Service Center: 404-657-3956, 1-888-896-7771, or hcm@sao.ga.gov