

Saving Favorites for the HCM System Updates Instructions

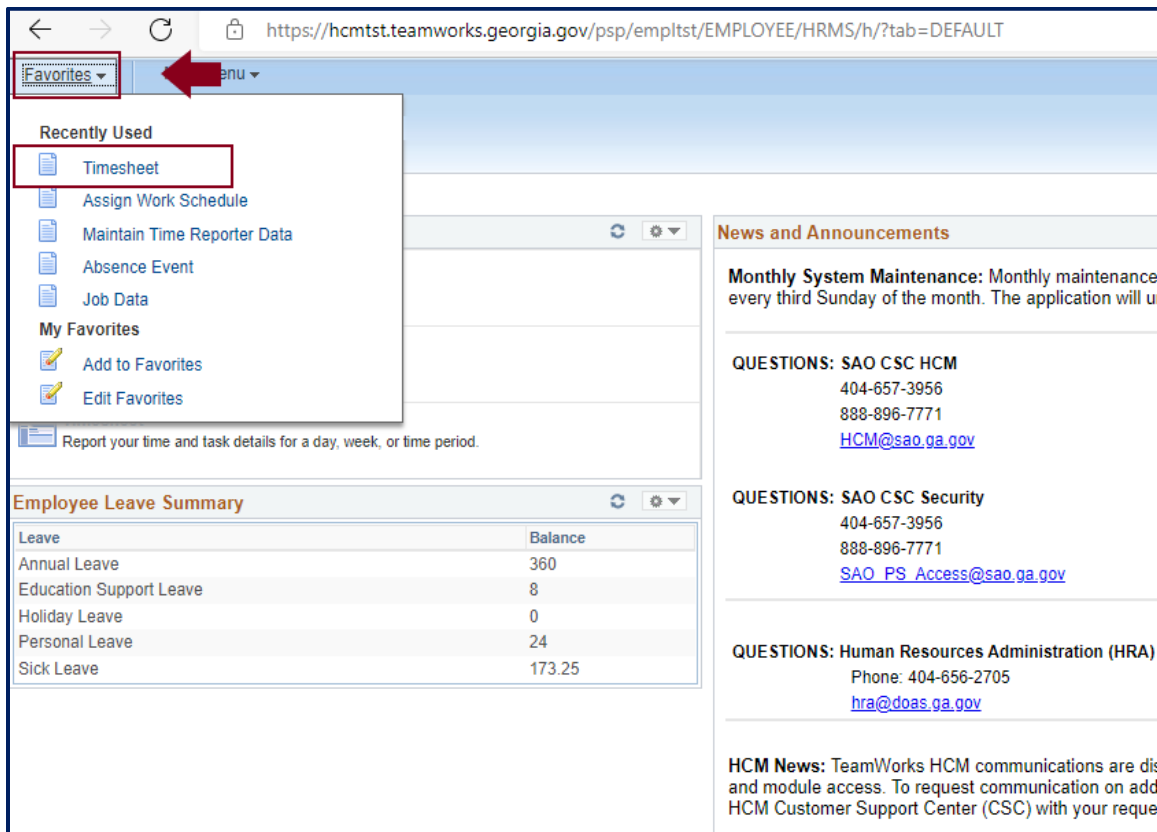
The State Accounting Office will implement TeamWorks HCM System Updates that will go live in October 2022. With the updates, your “Favorites” you currently have saved in HCM will not automatically transfer, so it is important you notate your current favorites full navigation paths to manually create 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 the following content:

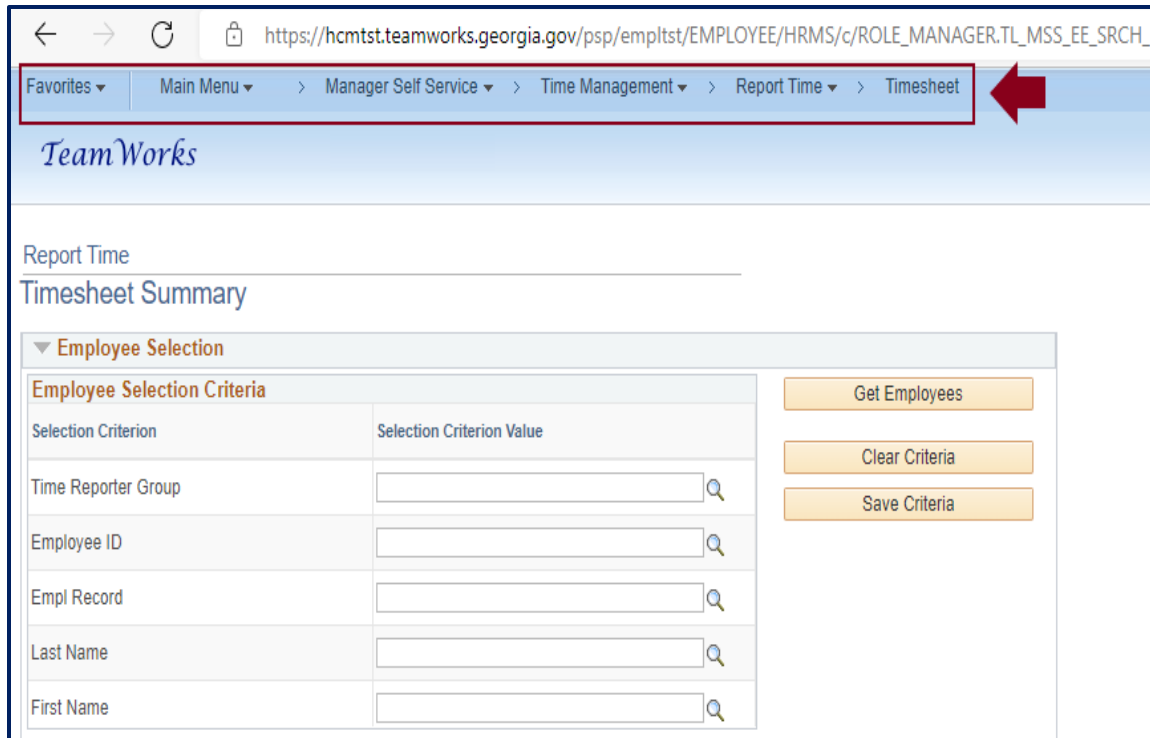
- Browser Address Bar:** <https://hcmst.teamworks.georgia.gov/psp/empltst/EMPLOYEE/HRMS/h/?tab=DEFAULT>
- Favorites Menu:**
 - Recently Used
 - Timesheet
 - Assign Work Schedule
 - Maintain Time Reporter Data
 - Absence Event
 - Job Data
 - My Favorites
 - Add to Favorites
 - Edit Favorites
- Employee Leave Summary Table:**

Leave	Balance
Annual Leave	360
Education Support Leave	8
Holiday Leave	0
Personal Leave	24
Sick Leave	173.25
- News and Announcements:**
 - Monthly System Maintenance:** Monthly maintenance every third Sunday of the month. The application will un...
 - QUESTIONS: SAO CSC HCM**
404-657-3956
888-896-7771
HCM@sao.ga.gov
 - QUESTIONS: SAO CSC Security**
404-657-3956
888-896-7771
SAO_PS_Access@sao.ga.gov
 - QUESTIONS: Human Resources Administration (HRA)**
Phone: 404-656-2705
hra@doas.ga.gov
 - HCM News:** TeamWorks HCM communications are dis... and module access. To request communication on addi... HCM Customer Support Center (CSC) with your reques...

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:



For more assistance using Favorites, please refer to the **Adding Favorites** and **Deleting Favorites** job aids.

If you have additional questions:

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