

# How to use GA@WORK Toolkits – Start Here

*This guide provides instructions on how to navigate and use the GA@WORK Toolkits.*

*Please note that the look of the Resource Library will change as Toolkits are uploaded throughout 2025.*

## 1 Navigate to the [GA@WORK Resource Library](#).

You can access helpful information and materials on the GA@WORK Resource Library for you to read and share, including:

- Business Area Specific Toolkits
- Employee Readiness Toolkit
- Manager Readiness Toolkit
- Training Support Center
- Video Series
- Agency Readiness Checklists

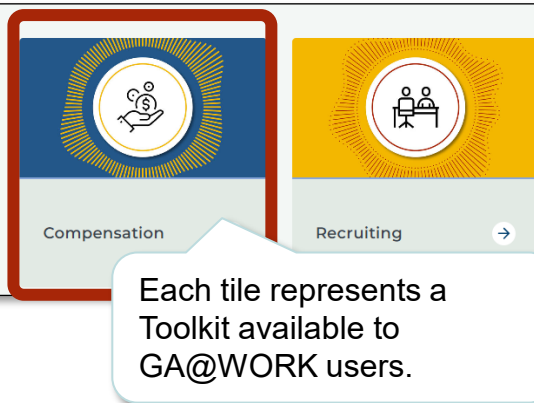
Additional materials will continue to be added throughout 2025.



## 2 Click on a tile to view the Toolkit you want review. It will open to a page with PDF links. Select the PDF you want to view. After selecting the PDF, you will be prompted to download the file. After downloading you can then save, print, and/or share the material.

### HR / Payroll Professionals

Click on the tile for information about a specific business area. Each tile links to a toolkit of resources for HR and Payroll professionals to use to help them in their transition to GA@WORK.



### What is a GA@WORK Toolkit?

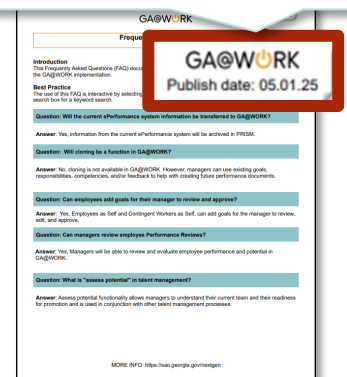
A Toolkit is a compilation of resources that help explain what is changing in the new GA@WORK system. Tools may include change impacts, FAQs, crosswalks, glossaries, and checklists.

- Human Capital Management (HCM)
- Employee Self-Service
- Manager Self-Service
- Finance (coming May 2025)
- Procurement (coming June 2025)

## 3 Before sharing, check the date stamp of the document!

- These tools will be periodically updated.
- Before sharing with your agency and teams, compare the date stamp of your downloaded or offline copy with the latest version on the GA@WORK Resource Library page.
- Having the latest version allows you to share the most up-to-date content.

All materials will include a date stamp of the last update in the top right corner.



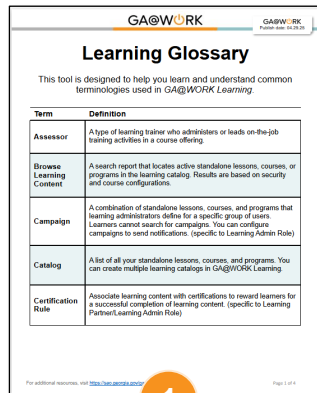
Note: These Toolkits are NOT training. Toolkits are supplementary tools for you and your teams to use to prepare for the change to GA@WORK.

# Business Area Specific Toolkits – Start Here

This guide provides an overview of the support materials in the Business Area Specific Toolkits available on the [GA@WORK Resource Library](#). Please note that the look of this guide will change as Toolkits are uploaded throughout 2025.

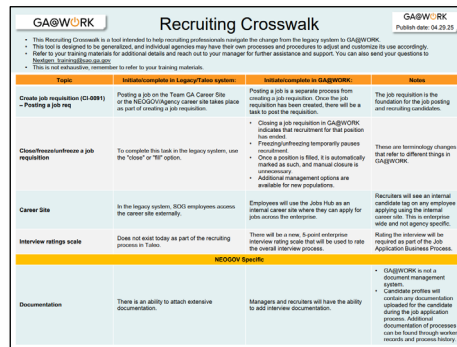


## Human Capital Management (HCM), Finance, and Procurement Business Area Specific Toolkits



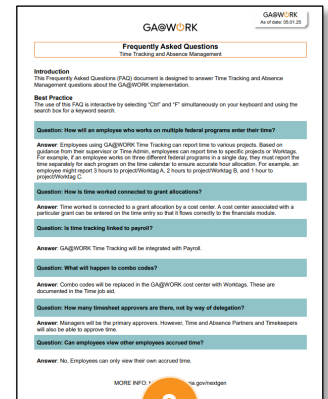
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### Glossary



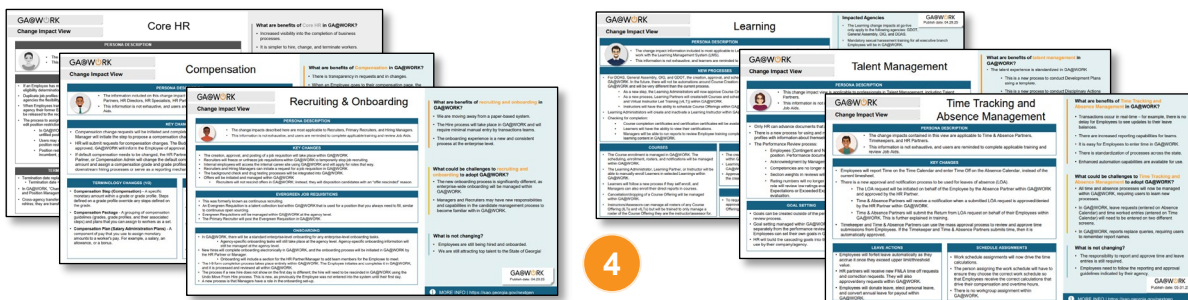
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### Crosswalks



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### FAQs



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### Business Area Change Impact Views

Toolkit materials will be tailored to the HCM, Finance, and Procurement Business Area covered. Listed below are the Business Areas that will have a Toolkit.

#### HCM Toolkits cover the Business Areas:

- Core HR
- Recruiting
- Learning
- Compensation
- Talent Management
- Payroll
- Time Tracking and Absence Management
- Technical (Agency Security Partner)

Coming May 2025

#### Finance Toolkits cover the Business Areas:

- Accounts Payable
- Accounts Receivable
- Budget
- Financial Accounting
- Banking
- Grants + Projects
- Assets
- FDM

Coming May-June 2025

#### Procurement Toolkits cover the Business Areas:

- Supplier Management
- Requisitions / Purchase Orders
- P-Cards
- Contract Management
- Catalog
- Strategic Sourcing (Jaggaer)

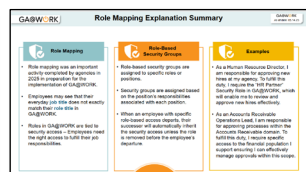
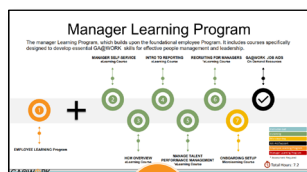
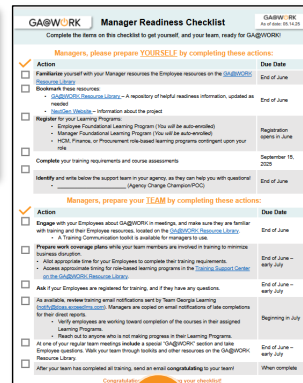
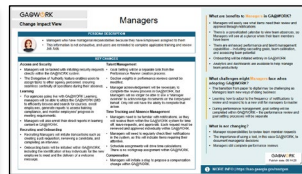
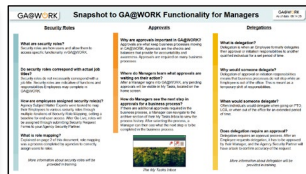
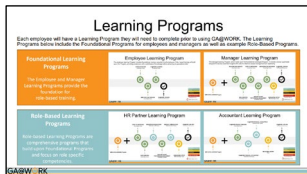
Coming June 2025

# Manager and Employee Toolkits – Start Here

This guide provides an overview of the support materials in the Manager and Employee Toolkits available on the [GA@WORK Resource Library](#).

## Manager Resources

The Manager Toolkit helps managers get themselves and their team READY for GA@WORK. Managers should also review the Employee Toolkit to fully support their teams. Review the items below, located on the GA@WORK Resource Library.



Foundational Learning Program for Managers

Snapshot describing delegation, approvals, and security roles

Change Impact Summary

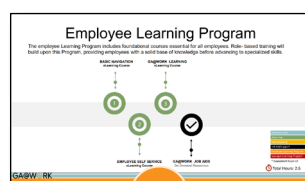
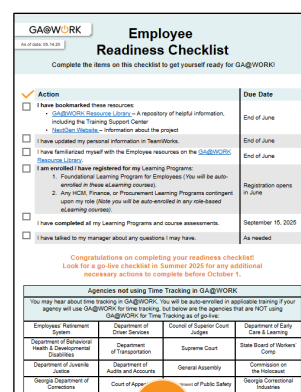
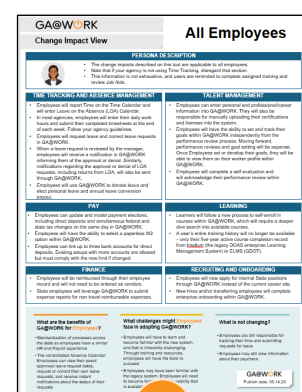
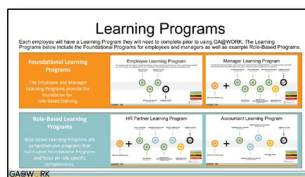
Pre go-live Checklist of activities to complete to support manager and team readiness

FAQs for Managers

Pro Tip: Use this information to guide discussions with your team about any changes to their roles and responsibilities.

Pro Tip: Regularly check your progress and encourage your team to do the same.

## Employee Resources



Foundational Learning Program for Employees

Change Impact Summary

Pre go-live Checklist of activities to complete in preparation for GA@WORK