

## Frequently Asked Questions

### Time Tracking and Absence Management

#### Introduction

This Frequently Asked Questions (FAQ) document is designed to answer Time Tracking and Absence Management questions about the GA@WORK implementation.

#### Best Practice

The use of this FAQ is interactive by selecting “Ctrl” and “F” simultaneously on your keyboard and using the search box for a keyword search.

#### Question: How will an employee who works on multiple federal programs enter their time?

**Answer:** Employees using GA@WORK Time Tracking can report time to various projects. Based on guidance from their supervisor or Time Admin, employees can report time to specific projects or Worktags. For example, if an employee works on three different federal programs in a single day, they must report the time separately for each program on the time calendar to ensure accurate hour allocation. For example, an employee might report 3 hours to project/Worktag A, 2 hours to project/Worktag B, and 1 hour to project/Worktag C.

#### Question: How is time worked connected to grant allocations?

**Answer:** Time worked is connected to a grant allocation by a cost center. A cost center associated with a particular grant can be entered on the time entry so that it flows correctly to the financials module.

#### Question: Is time tracking linked to payroll?

**Answer:** GA@WORK Time Tracking will be integrated with Payroll.

#### Question: What will happen to combo codes?

**Answer:** Combo codes will be replaced in the GA@WORK cost center with Worktags. These are documented in the Time job aid.

#### Question: How many timesheet approvers are there, not by way of delegation?

**Answer:** Managers will be the primary approvers. However, Time and Absence Partners and Timekeepers will also be able to approve time.

#### Question: Can employees view other employees accrued time?

**Answer:** No, Employees can only view their own accrued time.



**Question: Will leave dates be synced to calendars outside of GA@WORK, such as to Outlook?**

**Answer:** No, leave or time off dates will not be added to calendars outside of GA@WORK.

**Additional Questions**

- Please visit our additional FAQs online here, <https://sao.georgia.gov/human-capital-management-faqs>
- If you have any additional questions that are not covered within this FAQ, contact your manager or reach out to [Nextgen\\_training@sao.ga.gov](mailto:Nextgen_training@sao.ga.gov).