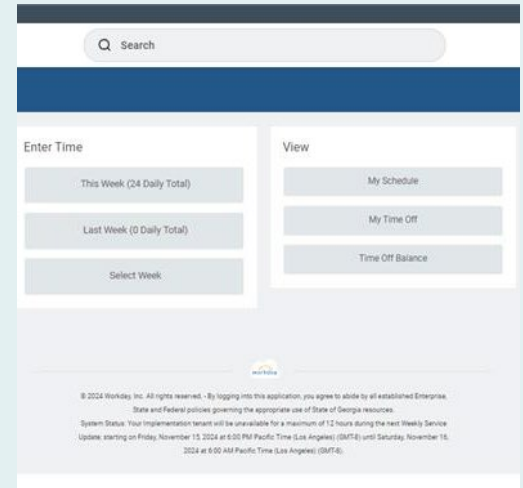


Time

All GA@WORK users will use the Time App to complete time activities, including entering time worked. It is easy to access the Time app from the GA@WORK home page after signing in.

**Disregard this change impact if your agency is not going to use GA@WORK for time entry.*



CURRENT STATE

Employees enter their time worked at their agency-directed cadence on their timesheet. Employees also enter their leave requests from the same calendar. Users must hit “submit” after each time entry the make.



THINGS TO KNOW

- **Time Off Type** – Names a type of time off (leave) users can request, such as Sick Leave or Annual Leave. This is the name users see when entering a time off request. Was previously called Leave Type.
- **Time Type** – Describes the time a worker enters onto his or her time entry calendar. Previously called Time Reporting Code.



TRAINING

Comprehensive training will be available in 2025.

This flyer supports but does not replace training.



FUTURE STATE

Employees will enter their time worked and view their schedule in GA@WORK through accessing the Time app. Employees will enter time on the calendar view and submit at their agency directed cadence. Leave related entries will be completed in a different application, the Absence app.



WHO WILL BE IMPACTED

All employees who will use GA@WORK to enter time will be impacted by this change.

Managers will need to approve employee's time submissions in GA@WORK.



MORE INFORMATION

- Ask your NextGen Change Network members!
- Access special resources for manager readiness in the coming months
- Visit <https://www.sao.ga.gov/nextgen>
- Send questions to nextgen_training@sao.ga.gov