

# Time Tracking and Absence Management

## PERSONA DESCRIPTION



- The change impacts contained in this view are applicable to Time & Absence Partners, Timekeepers, and HR Partners.
- This information is not exhaustive, and users are reminded to complete applicable training and review Job Aids.

## KEY CHANGES

- Employees will report Time on the Time Calendar and enter Time Off on the Absence Calendar, instead of the current timesheet.
- There is a new approval and notification process to be used for leaves of absence (LOA).
  - The LOA request will be initiated on behalf of the Employee by the Absence Partner within GA@WORK and approved by the HR Partner.
  - Time & Absence Partners will receive a notification when a submitted LOA request is approved/denied by the HR Partner within GA@WORK.
  - Time & Absence Partners will submit the Return from LOA request on behalf of their Employees within GA@WORK. This is further explained in training.
- Timekeeper and Time & Absence Partners can use the mass approval process to review and approve time submissions from Employees. If the Timekeeper and Time & Absence Partners submits time, then it is automatically approved.

## LEAVE ACTIONS

- Employees will forfeit leave automatically as they accrue it once they exceed upper limit/threshold value.
- HR partners will receive new FMLA time off requests and correction requests. They will also approve/deny requests within GA@WORK.
- Employees will donate leave, elect personal leave, and convert annual leave for payout within GA@WORK.

## SCHEDULE ASSIGNMENTS

- Work schedule assignments will now drive the time calculations.
- The person assigning the work schedule will have to ensure they choose the correct work schedule so that Employees receive the correct calculations that drive their compensation and overtime hours.
- There is no workgroup assignment within GA@WORK.

## What are benefits of Time Tracking and Absence Management in GA@WORK?

- Transactions occur in real-time – for example, there is no delay for Employees to see updates to their leave balances.
- There are increased reporting capabilities for teams.
- It is easy for Employees to enter time in GA@WORK.
- There is standardization of processes across the state.
- Enhanced automation capabilities are available for use.

## What could be challenges to Time Tracking and Absence Management to adopt GA@WORK?

- All time and absence processes will now be managed within GA@WORK, requiring users to learn new processes.
- In GA@WORK, leave requests (entered on Absence Calendar) and time worked entries (entered on Time Calendar) will need to be entered on two different screens.
- In GA@WORK, reports replace queries, requiring users to remember report names.

## What is not changing?

- The responsibility to report and approve time and leave entries is still required.
- Employees need to follow the reporting and approval guidelines indicated by their agency.