

Using TeamWorks HCM Online Training

WHAT IS TEAMWORKS ONLINE TRAINING?

TeamWorks Online Training is the State Accounting Office browser-based, on-demand training tool that allows users to learn how to use the TeamWorks application at their workstation, working at their own pace, and at a time that fits in their work schedule.



OBJECTIVES



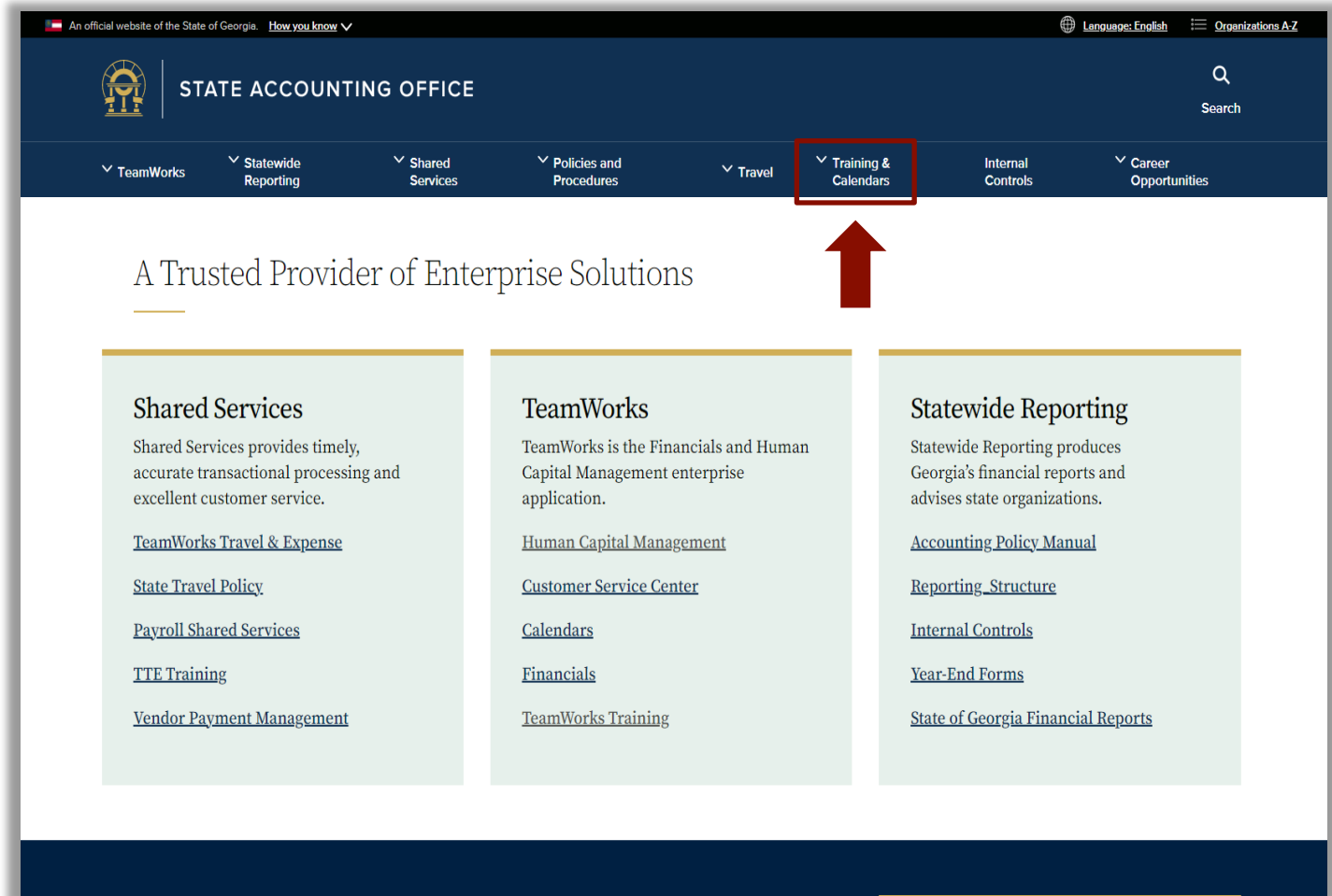
At the end of this presentation users should be able to:

- Navigate to the TeamWorks Online Training homepage
- Navigate a TeamWorks Online Training content page
- Describe the TeamWorks Online Training playback modes
- Select and play a topic
- Navigate a TeamWorks Online Training simulation

NAVIGATING TO TEAMWORKS ONLINE TRAINING

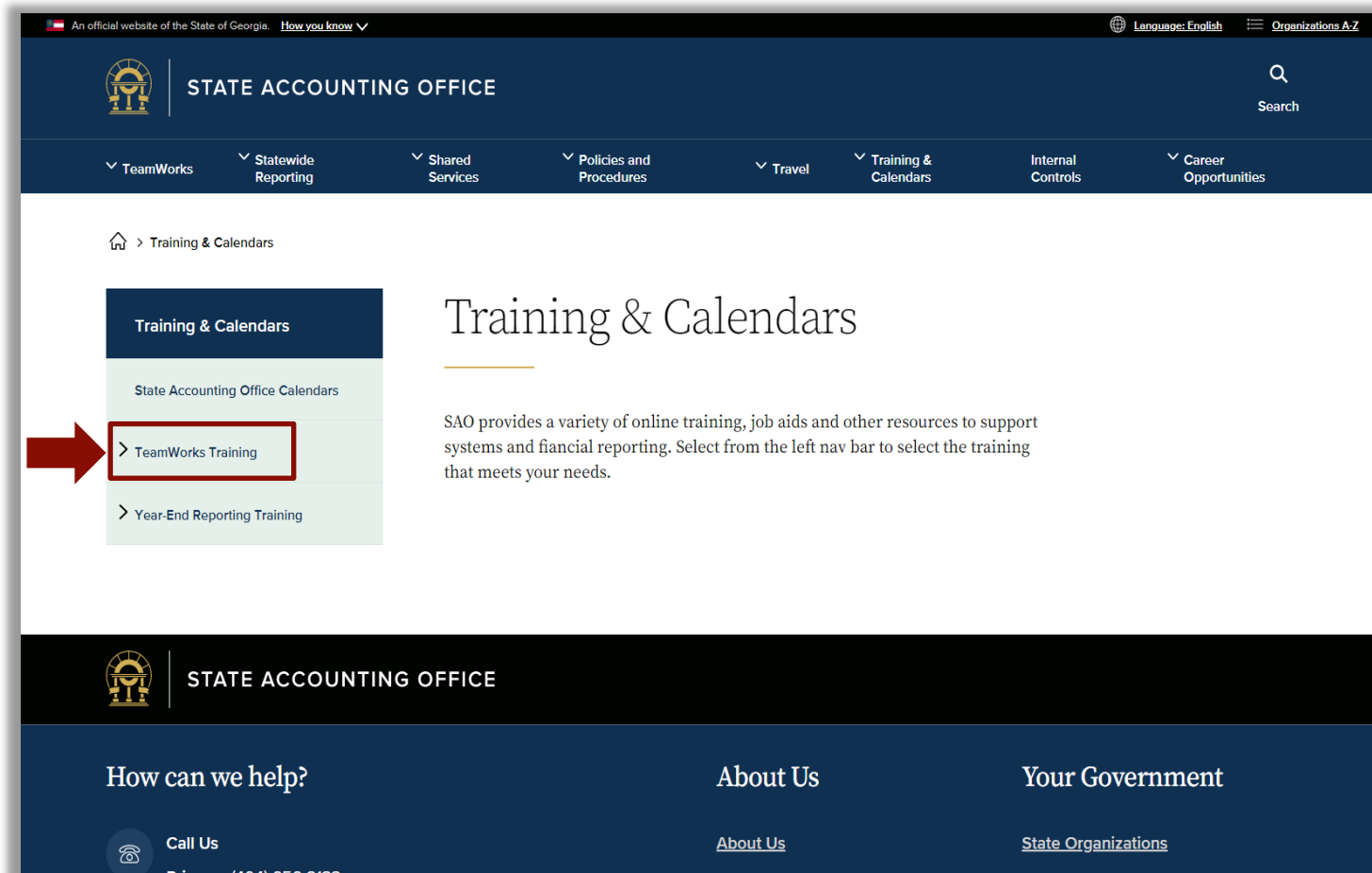
TeamWorks Online Training is located on the SAO Website sao.georgia.gov.

To access the Training page, click the **Training & Calendars** link on the SAO homepage.



NAVIGATING TO TEAMWORKS ONLINE TRAINING

Click the **TeamWorks Training** link to access TeamWorks Online Training.



NAVIGATING TO TEAMWORKS ONLINE TRAINING

Click the **TeamWorks HCM Online Training** link.

*Don't forget to save the **TeamWorks Training** page as a Favorite.*

The screenshot shows the State Accounting Office website. The top navigation bar includes links for TeamWorks, Statewide Reporting, Shared Services, Policies and Procedures, Travel, Training & Calendars, Internal Controls, and Career Opportunities. The 'Training & Calendars' section is expanded, showing a list of training resources. A red arrow points to the 'TeamWorks HCM Online Training' link, which is highlighted with a red box. The right side of the page displays the 'TeamWorks Training' section with a list of training resources.

STATE ACCOUNTING OFFICE

Training & Calendars

TeamWorks HCM Online Training

TeamWorks Training

Training resources on this page pertain to the TeamWorks HCM , Financials Applications and TeamWorks Travel & Expense. All TeamWorks Training is accessible independently, and users do not need to be logged into TeamWorks.

- [TeamWorks Financials Online Training](#)
- [TeamWorks HCM Online Training](#)
- [Bank Reconciliation Training](#)
- [Carl Vinson Institute of Government Ledger Recons](#)
- [Common BCR & CAFR Form Issues In 2015 Presentation](#)
- [Program Based Budgeting Presentations](#)
- [TeamWorks Travel & Expense Training](#)

<https://sao.georgia.gov/training-calendars/teamworks-training>

ACCESSING TEAMWORKS ONLINE TRAINING

On the TeamWorks Financials Online Training page you can review this presentation by clicking the **Using TeamWorks HCM Online Training – PowerPoint Presentation** link.

The screenshot shows the State Accounting Office website. The top navigation bar includes links for TeamWorks, Statewide Reporting, Shared Services, Policies and Procedures, Travel, Training & Calendars, Internal Controls, and Career Opportunities. The left sidebar under 'Training & Calendars' lists various training options, with 'TeamWorks HCM Online Training' highlighted. A red arrow points from this link to the main content area, which displays the 'TeamWorks HCM Online Training' page. This page includes a description of the training and a list of links, with 'Using TeamWorks HCM Online Training (PowerPoint)' highlighted in a red box.

STATE ACCOUNTING OFFICE

Training & Calendars

TeamWorks HCM Online Training

TeamWorks HCM Online Training allows any user to take training online at their convenience. TeamWorks HCM Online Training is accessible as a stand-alone application and users do not need to be logged into TeamWorks HCM to access the online training.

Use the links below to view self-guided TeamWorks HCM Online training and TeamWorks Time and Labor video recordings.

- [Using TeamWorks HCM Online Training \(PowerPoint\)](#)
- [TeamWorks HCM Online Training](#)

Employee Self-Service (ESS)

- [How to Submit a Timesheet for Elapsed Time](#) (video 7:24)
- [How to Submit a Timesheet for Punched Hourly Time](#) (video 8:03)

Manager Self Service (MSS)

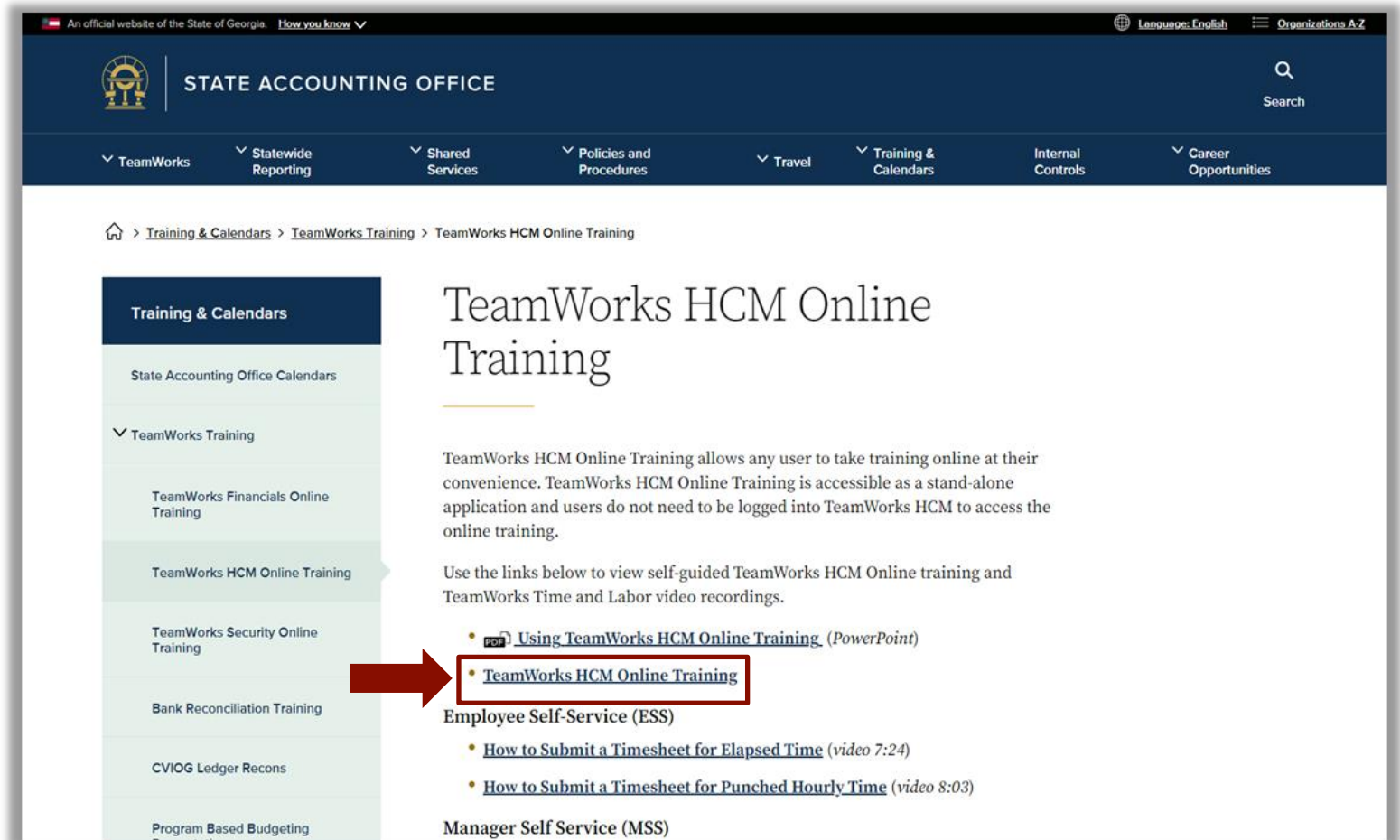
<https://sao.georgia.gov/training-calendar/teamworks-training/teamworks-hcm-online-training>

ACCESSING TEAMWORKS ONLINE TRAINING

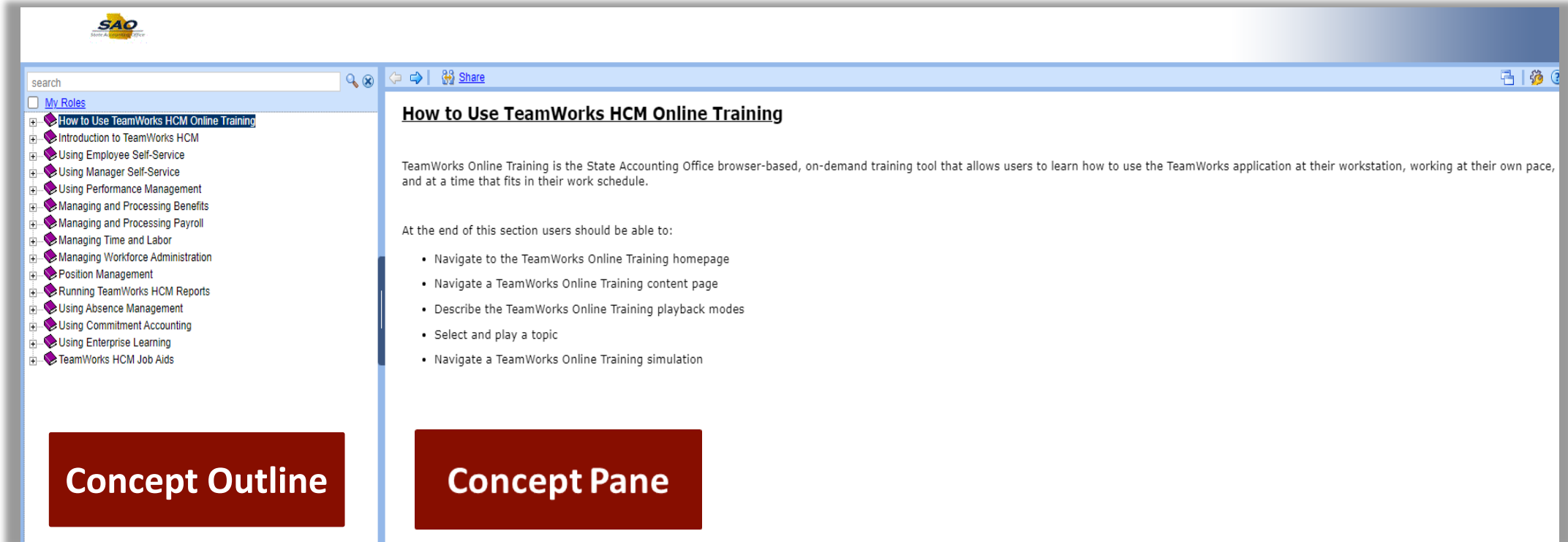
Click the **TeamWorks HCM Online Training** link to access training modules for:

1. Introduction to TeamWorks HCM
2. Using Employee Self-Service
3. Using Manager Self-Service
4. Using Performance Management
5. Using Enterprise Learning
6. Position Management
7. Using Commitment Accounting
8. Using Absence Management
9. Managing Time and Labor
10. Managing and Processing Benefit
11. Managing and Processing Payroll
12. Running TeamWorks HCM Reports

1/19/2022



THE TRAINING CONTENT HOMEPAGE



The screenshot displays the TeamWorks HCM Online Training homepage. On the left, a sidebar titled "My Roles" contains a list of training topics, with "How to Use TeamWorks HCM Online Training" selected. The main content area features the title "How to Use TeamWorks HCM Online Training" and a paragraph describing the training tool. Below this, a section titled "At the end of this section users should be able to:" lists five learning objectives. Two red callout boxes are overlaid on the image: "Concept Outline" points to the sidebar, and "Concept Pane" points to the main content area.

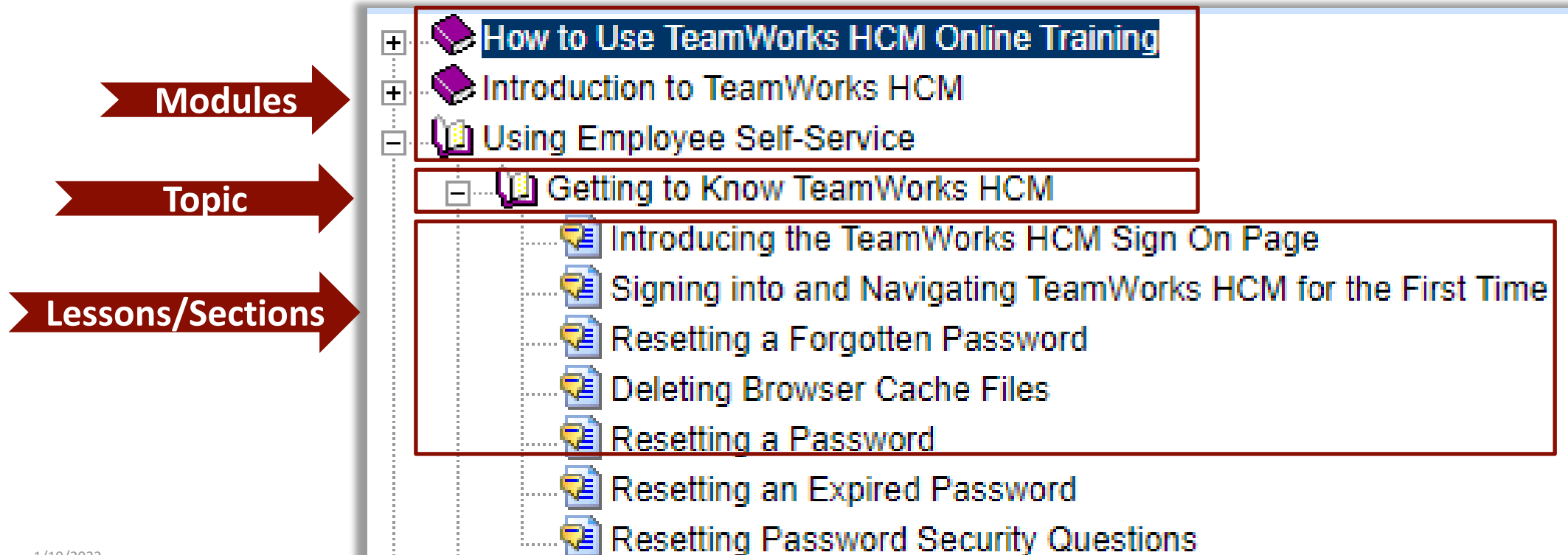
Concept Outline

Concept Pane


The next slides focus on the Training Content Outline.


THE CONTENT OUTLINE

The TeamWorks Online Training player is organized into a folder hierarchy. The course outlines are structured as shown below:














THE CONTENT OUTLINE

Click the + plus sign  next to the purple books to expand or open the Modules and Sections.

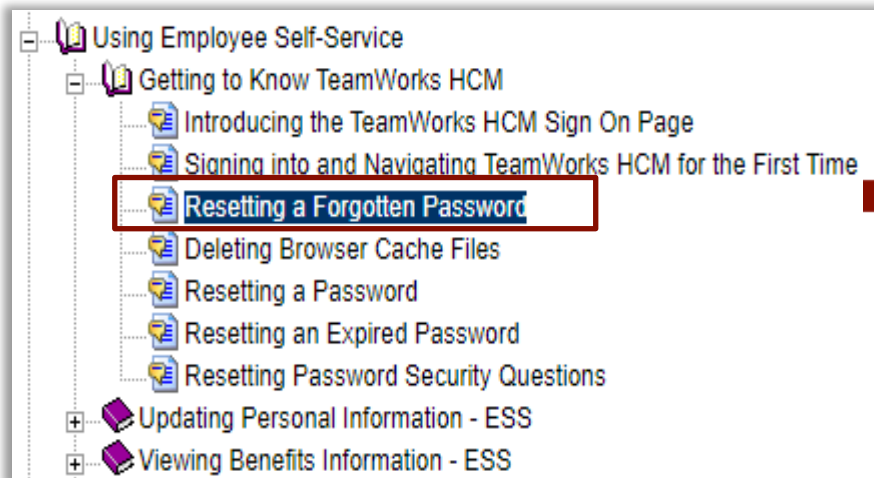
Click the – minus sign  next to the purple books to collapse or close the Modules and Sections.



- +  **How to Use TeamWorks HCM Online Training**
- +  **Introduction to TeamWorks HCM**
-  **Using Employee Self-Service**
 -  **Getting to Know TeamWorks HCM**
 -  Introducing the TeamWorks HCM Sign On Page
 -  Signing into and Navigating TeamWorks HCM for the First Time
 -  Resetting a Forgotten Password
 -  Deleting Browser Cache Files
 -  Resetting a Password
 -  Resetting an Expired Password
 -  Resetting Password Security Questions

THE CONCEPT PANE

When the user clicks on or expands a module, section, or topic, introductory information about that item displays in the concept pane. This information tells the user what the module, section, or topic is about and what they can expect to learn.



See It! Try It! Print It!

Resetting a Forgotten Password

In this topic the user employs the Forgot Password link on the TeamWorks HCM System sign on homepage to reset a forgotten password.

By the end of this topic you will be able to:




- Use the Reset/Forgot Password link
- Describe security questions
- Reset a user password

THE CONCEPT PANE

When the user clicks a topic, the **Concept Pane** displays the See It!, Try It!, and Print It! buttons. These buttons provide the user with three different ways to interact with the training for a topic.

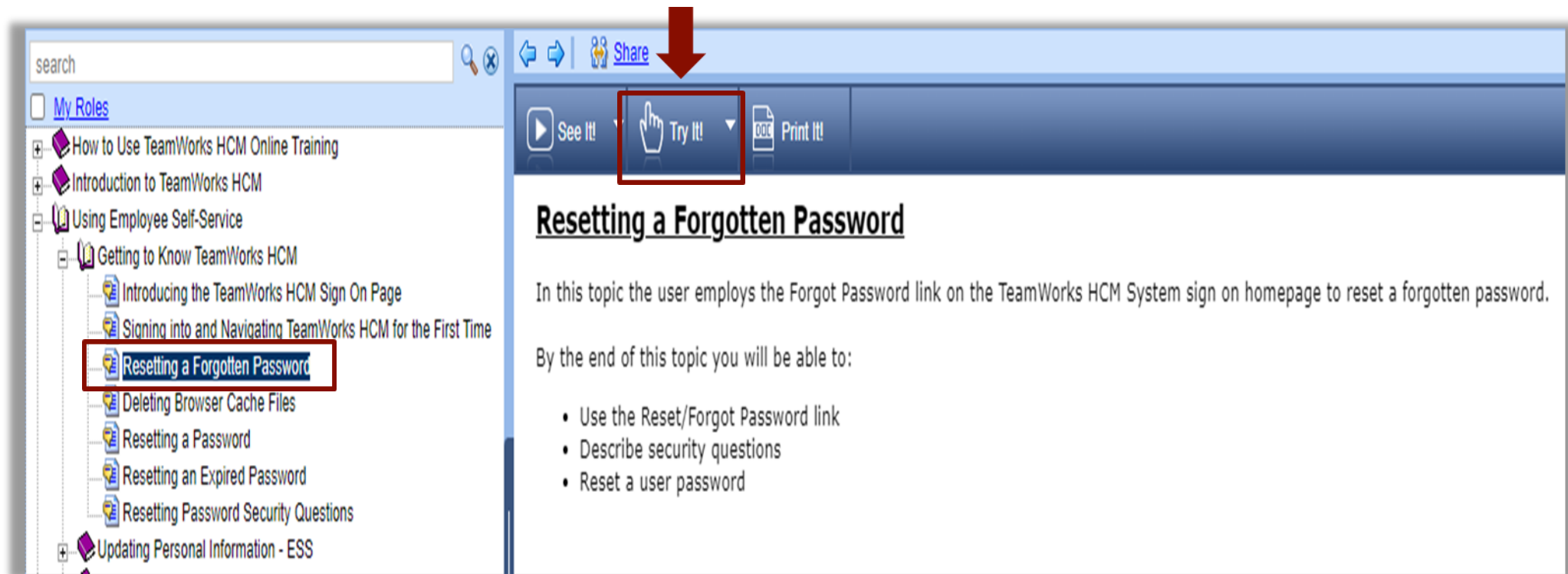


PLAYBACK MODES

Button	Description
	See it! – Clicking this button launches the topic in See it! mode. It enables the users to learn by watching the steps in a simulated environment like a video. All the required activities, such as moving the mouse and entering data, are completed automatically.
	Try it! – Clicking this button launches the topic Try it! mode. It enables the user to learn interactively in a simulation environment. During the simulation, the user is prompted for mouse clicks and/or keystrokes to complete the steps.
	Print it! – Clicking this button does not launch a topic. It launches a printer popup window that enables the user to print a copy of the topic as a job aid for reference.

PLAYING A TOPIC

To launch a topic, click and read through the content outline and concept pane to find the desired topic. Click to select the desired topic and then click the desired playback mode.



The screenshot displays the TeamWorks HCM training interface. On the left, a content outline lists various topics, with 'Resetting a Forgotten Password' highlighted by a red box. On the right, the main content area shows the title 'Resetting a Forgotten Password' and a description: 'In this topic the user employs the Forgot Password link on the TeamWorks HCM System sign on homepage to reset a forgotten password.' Below this, it states 'By the end of this topic you will be able to:' followed by a bulleted list: 'Use the Reset/Forgot Password link', 'Describe security questions', and 'Reset a user password'. At the top of the main content area, there are three buttons: 'See It!', 'Try It!', and 'Print It!'. The 'Try It!' button is highlighted with a red box, and a red arrow points to it from above.

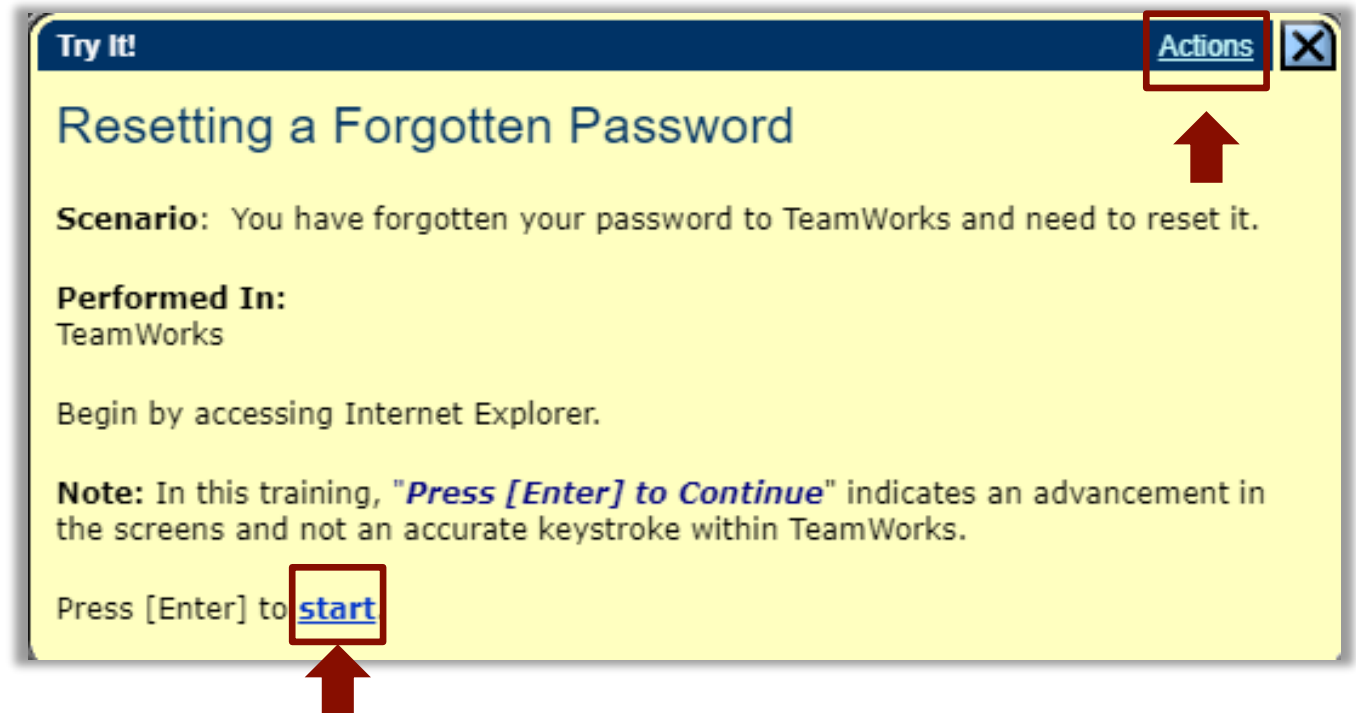


The first time through the training topics, always start at the top and proceed in ascending order.

NAVIGATING TEAMWORKS ONLINE TRAINING SIMULATION

When the simulation player displays, it provides the user with an introduction bubble that includes a topic scenario, objectives and initial navigation if necessary.

- For this example, the user is playing the simulation in **Try it!** mode. This means the user has to read and follow the prompts to move through the topic.
- In addition, the user can navigate by using the **Actions** menu or by using the on-screen instructions.



NAVIGATING TEAMWORKS ONLINE TRAINING SIMULATION

After the user clicks the Action link the TeamWorks Online Training player displays a small menu that includes key actions such as:

- **Next Step** to advance to the next screen
- **Display Concept** pane or topic introduction
- **Print it!** prints the job aid for the topic
- **Close Topic** returns to the topic options



NAVIGATING TEAMWORKS ONLINE TRAINING SIMULATION

The TeamWorks Online Training plays the topics in a simulation player.

The training is best experienced in **Try it!** mode because it looks and feels to the user as if they are in TeamWorks.

As the user moves through the simulation, they are prompted with training content in the yellow bubbles and prompts on where to click to advance through the simulated transaction.

Forgot My Password

User Information

User ID: 01040518

Please answer the following question below for user validation.

Question:

Response:

Question:

Response:

Question:

Response:

Validation Successful! Please enter New Password

New Password:

Confirm Password:

Notes

Password must be at least 8 characters long and must contain at least one number and one special character. The password is also case sensitive. Passwords for Self Service Users expire in 180 days and for Application Users in 30 days.

Try It!

Now, enter a **Temporary** password in the **New Password** field.

The temporary password must contain a minimum of eight characters with at least one number and one special character.

Note: TeamWorks passwords are case sensitive.

Press [Enter] to [continue](#).

NAVIGATING TEAMWORKS ONLINE TRAINING SIMULATION

When the user reaches the end of the topic, they can close it in three ways:

- Click the **X**
- Click the **finish** link
- Press **Enter** on the keyboard

After closing the topic, the TeamWorks Online Training Content Homepage displays.



Clicking the **finish** link or pressing **Enter** is always best.

WHAT WE HAVE LEARNED

- The TeamWorks Online Training is a web-based self-paced training tool
- Users can access the TeamWorks Online Training via the SAO TeamWorks Training website - <http://sao.georgia.gov/training-calendars>
- The training includes introductions and objectives for each module, section, and topic
- Topics provide users with objectives or goals
- Users can access content and play it in a variety of modes of which **Try It!** is best
- TeamWorks Online Training simulates the system and the tasks involved with completing a transaction