

# Using TeamWorks HCM Online Training

Supported by SAO

# 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:

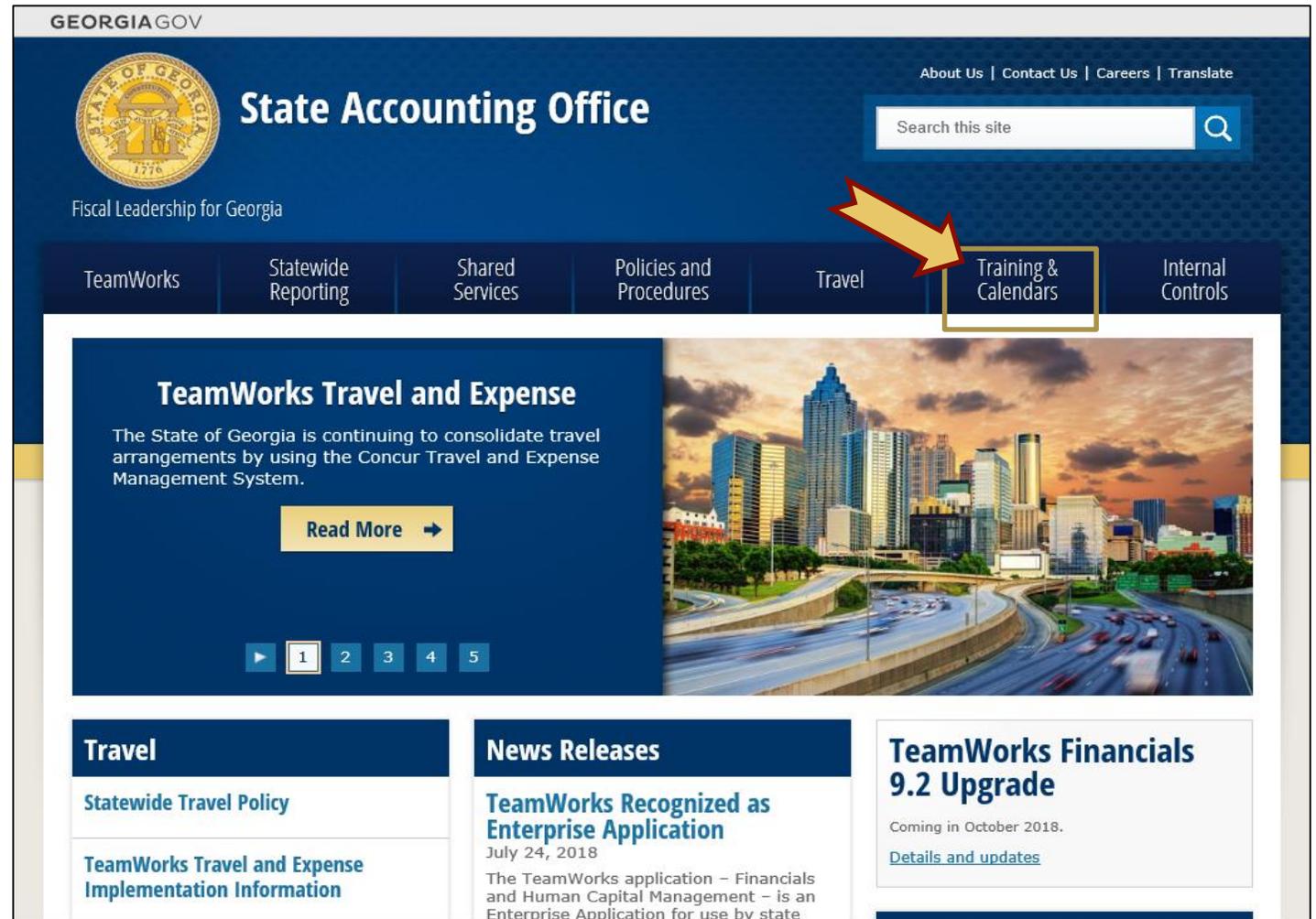
- Navigate to the TeamWorks Online Training homepage
- Navigate a TeamWorks Online Training content page
- Describe the TeamWorks Online Training playback modes
- Select and play a topic
- Navigate a TeamWorks Online Training simulation



# NAVIGATING TO TEAMWORKS ONLINE TRAINING

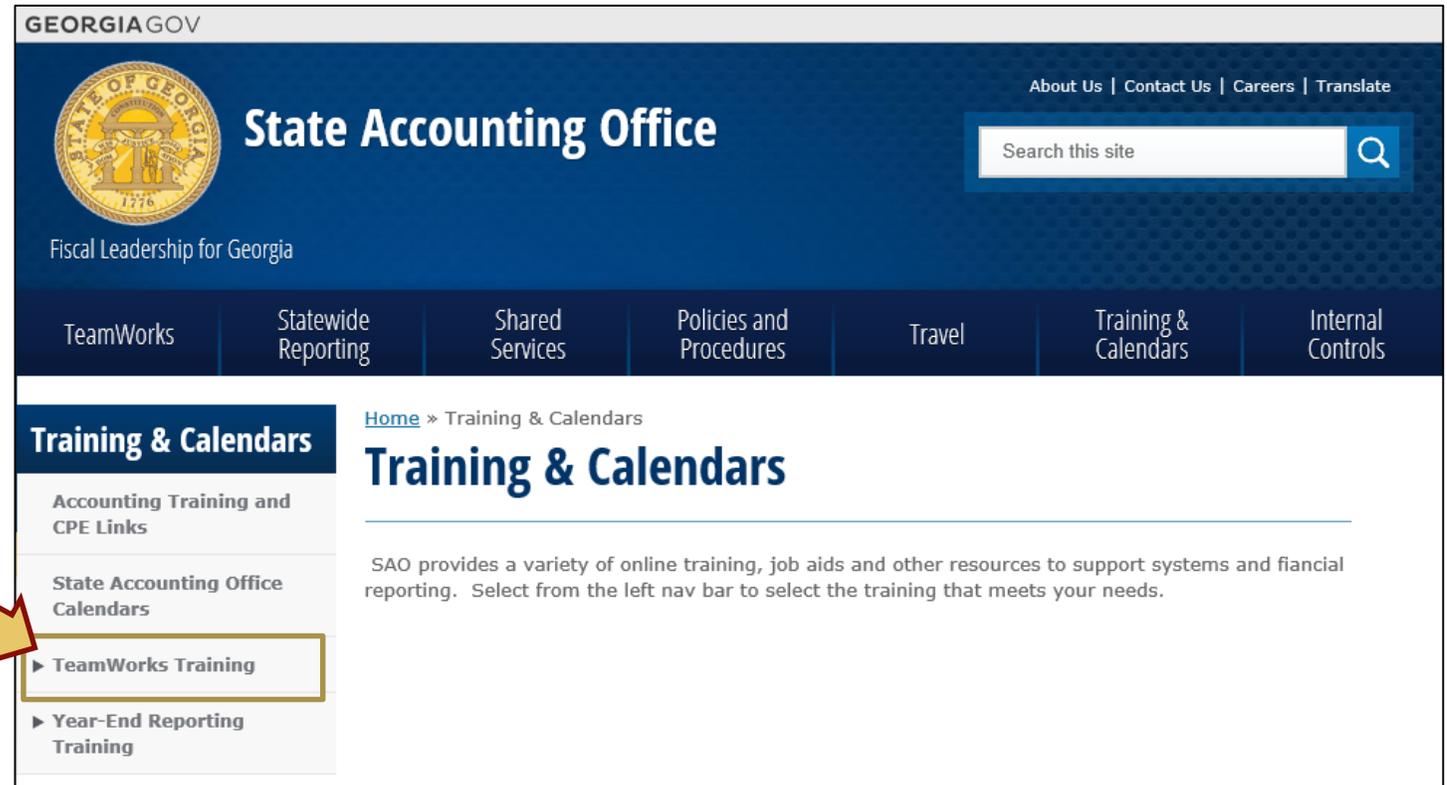
TeamWorks Online Training is located on the SAO Website [sao.georgia.gov](http://sao.georgia.gov).

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.



The screenshot shows the Georgia State Accounting Office website. At the top, there is a navigation bar with links for 'About Us', 'Contact Us', 'Careers', and 'Translate'. Below this is the State Accounting Office logo and the tagline 'Fiscal Leadership for Georgia'. A search bar is located in the top right corner. The main navigation menu includes 'TeamWorks', 'Statewide Reporting', 'Shared Services', 'Policies and Procedures', 'Travel', 'Training & Calendars', and 'Internal Controls'. The 'Training & Calendars' section is expanded, showing a list of links: 'Accounting Training and CPE Links', 'State Accounting Office Calendars', 'TeamWorks Training', and 'Year-End Reporting Training'. A yellow arrow points to the 'TeamWorks Training' link. The main content area displays the 'Training & Calendars' heading and a brief description of the training resources available.

Use Ctrl key + Click the button to access the **SAO TeamWorks Online Training** page.



# NAVIGATING TO TEAMWORKS ONLINE TRAINING

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



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

The screenshot shows the Georgia State Accounting Office website. At the top, there is a navigation bar with links for 'About Us', 'Contact Us', 'Careers', and 'Translate'. Below this is a search bar. The main navigation menu includes 'TeamWorks', 'Statewide Reporting', 'Shared Services', 'Policies and Procedures', 'Travel', 'Training & Calendars', and 'Internal Controls'. The 'Training & Calendars' section is expanded, showing a list of links: 'Accounting Training and CPE Links', 'State Accounting Office Calendars', 'TeamWorks Training' (highlighted with a yellow background), 'TeamWorks Financials Online Training', 'TeamWorks HCM Online Training' (highlighted with a yellow border and a red arrow), 'TeamWorks Security Online Training', 'Bank Reconciliation Training', and 'CVIOG Ledger Recons'. The 'TeamWorks Training' page content includes a breadcrumb trail 'Home > Training & Calendars > TeamWorks Training', a title 'TeamWorks Training', a paragraph of text, and a list of training resources: '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', and 'TeamWorks Travel & Expense Training'.

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

# 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.

**Training & Calendars**

- Accounting Training and CPE Links
- State Accounting Office Calendars
- TeamWorks Training**
  - TeamWorks Financials Online Training
  - TeamWorks HCM Online Training**
  - TeamWorks Security Online Training
  - Bank Reconciliation Training
  - CVIOG Ledger Recons
  - Program Based Budgeting Presentations
- Year-End Reporting Training

[Home](#) » [Training & Calendars](#) » [TeamWorks Training](#) » TeamWorks HCM Online Training

## 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 learn how to take TeamWorks HCM Online Training or to access the TeamWorks HCM Online Training.

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

### TeamWorks HCM Online Training

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 Benefits
11. Managing and Processing Payroll
12. Running TeamWorks HCM Reports

State Accounting Office | [Site Map](#) | [Accessibility](#) | [Privacy/Security](#)

<https://sao.georgia.gov/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
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Home » [Training & Calendars](#) » [TeamWorks Training](#) » TeamWorks HCM Online Training

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# THE TRAINING CONTENT HOMEPAGE

The next slides focus on the Training Content Outline.

The screenshot shows a web application interface for training content. At the top left is the SAO State Accounting Office logo. Below it is a search bar and a 'My Roles' section. The 'Content Outline' on the left lists the following items:

- My Roles
- Introduction to TeamWorks HCM
- Using Employee Self-Service
- Using Manager Self-Service
- Using Performance Management
- Using Enterprise Learning
- Position Management
- Using Commitment Accounting
- Managing Workforce Administration
- Using Absence Management
- Managing Time and Labor
- Managing and Processing Benefits
- Managing and Processing Payroll
- Running TeamWorks HCM Reports

The 'Concept Pane' on the right displays the following text:

### Introduction to TeamWorks HCM

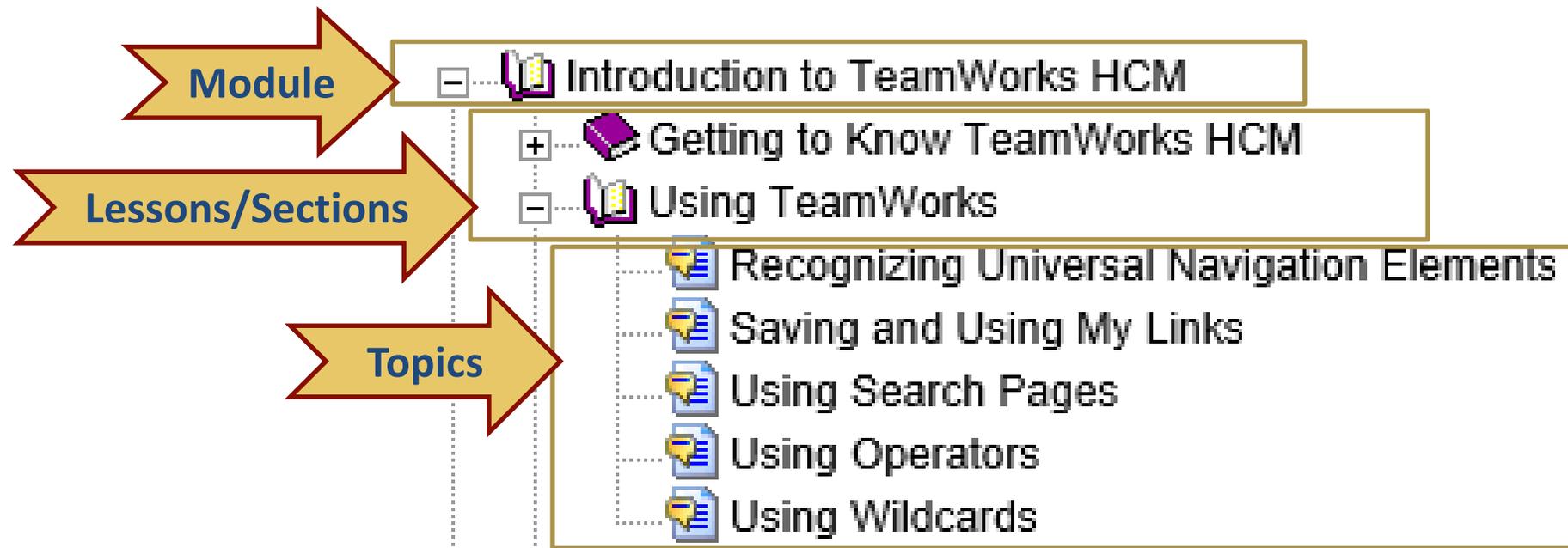
This module provides end-users with an overview of the TeamWorks HCM Portal homepage and TeamWorks HCM. It explains how the TeamWorks HCM Portal homepage serves as the entry point to TeamWorks HCM and functions such as Employee Self-Service (ESS) and Manager Self-Service (MSS).

This module also provides end-users with an overview of navigating, searching, and working in the TeamWorks Portal and TeamWorks HCM environment. The content end-users see in the TeamWorks HCM Online Training may not be the same content encountered in the actual live production environment. In addition, the amount of menu items, functionality and options seen may differ in production depending on the security permissions assigned to the user's specific User ID.

Two yellow callout boxes with red borders are overlaid on the screenshot: 'Content Outline' points to the left sidebar, and 'Concept Pane' points to the right content area.

# THE CONTENT OUTLINE

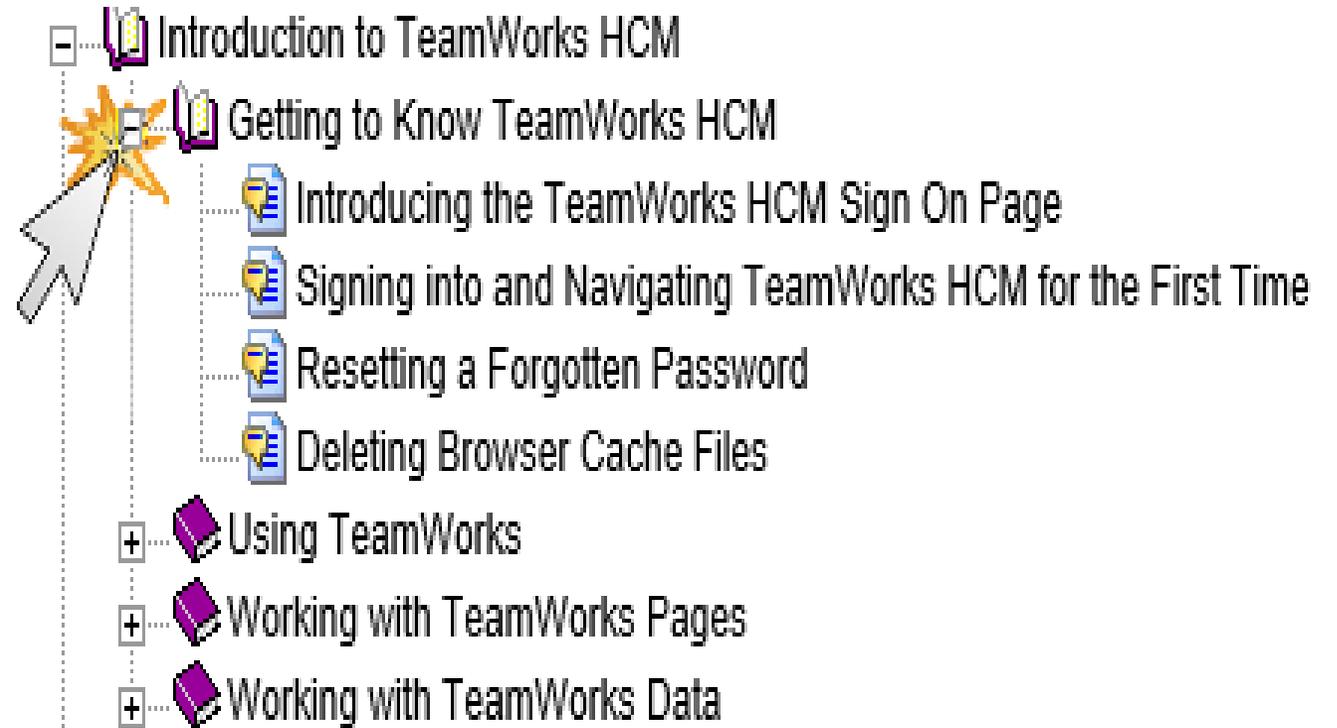
The TeamWorks Online Training player is organized into a folder hierarchy. The course outlines are structured as shown below:



# THE CONTENT OUTLINE

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

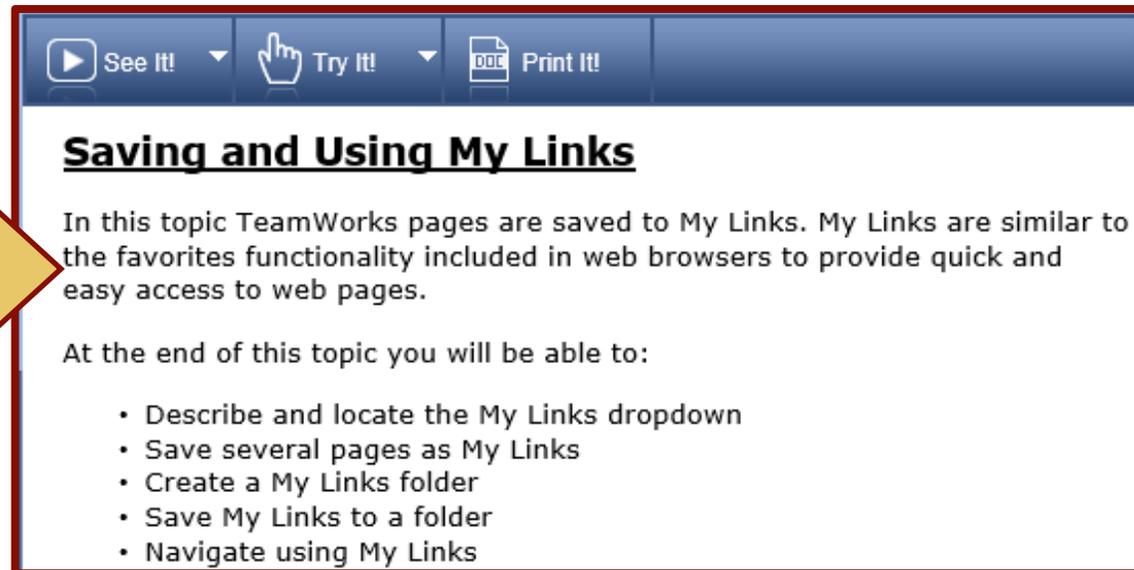
Click the – minus sign  next to the purple books to collapse or close the Modules and Sections.



# 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.

- Introduction to TeamWorks HCM
  - Getting to Know TeamWorks HCM
  - Using TeamWorks
    - Recognizing Universal Navigation Elements
    - Saving and Using My Links**
    - Using Search Pages
    - Using Operators
    - Using Wildcards
  - Working with TeamWorks Pages
  - Working with TeamWorks Data



The screenshot shows a concept pane with a dark blue header containing three buttons: 'See It!' with a play icon, 'Try It!' with a hand icon, and 'Print It!' with a document icon. Below the header, the title 'Saving and Using My Links' is displayed in bold and underlined. The main content area contains a paragraph of text and a bulleted list of learning objectives. A large yellow arrow points from the 'Saving and Using My Links' item in the left-hand navigation pane to this concept pane.

**Saving and Using My Links**

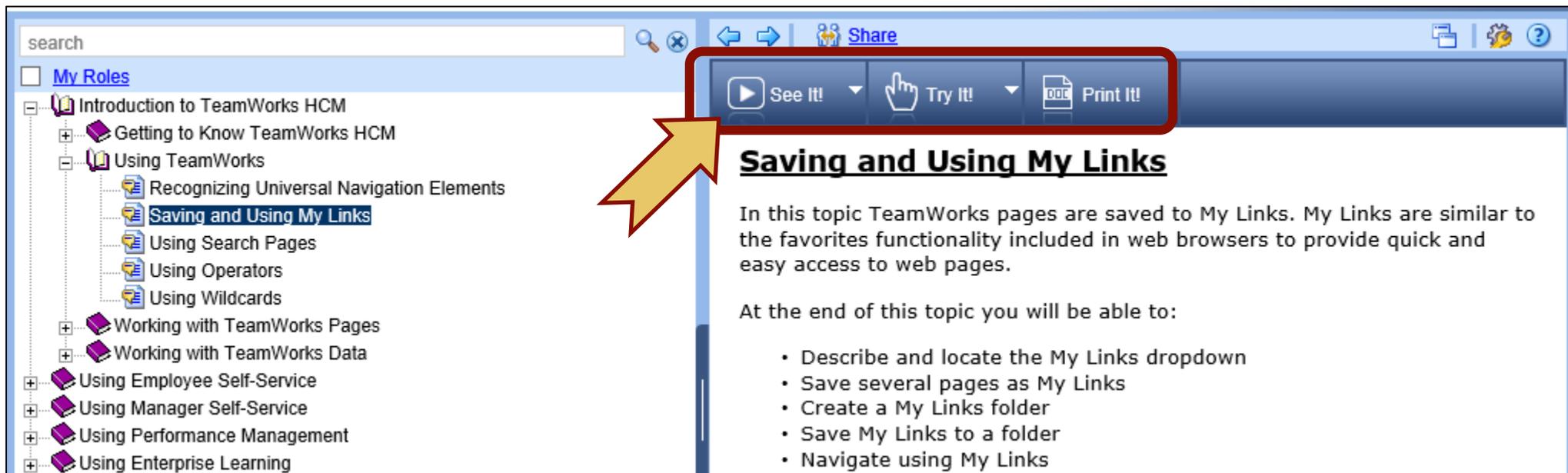
In this topic TeamWorks pages are saved to My Links. My Links are similar to the favorites functionality included in web browsers to provide quick and easy access to web pages.

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

- Describe and locate the My Links dropdown
- Save several pages as My Links
- Create a My Links folder
- Save My Links to a folder
- Navigate using My Links

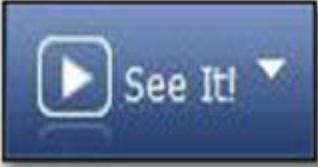
# THE CONCEPT PANE

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.



The screenshot displays the TeamWorks HCM interface. On the left is a navigation tree under 'My Roles' with the following items: Introduction to TeamWorks HCM, Getting to Know TeamWorks HCM, Using TeamWorks (expanded), Recognizing Universal Navigation Elements, Saving and Using My Links (highlighted), Using Search Pages, Using Operators, Using Wildcards, Working with TeamWorks Pages, Working with TeamWorks Data, Using Employee Self-Service, Using Manager Self-Service, Using Performance Management, and Using Enterprise Learning. The main content area shows the 'Concept Pane' for 'Saving and Using My Links'. At the top of this pane are three buttons: 'See It!' (with a play icon), 'Try It!' (with a hand icon), and 'Print It!' (with a printer icon). A red box highlights these buttons, and a yellow arrow points to the 'See It!' button. Below the buttons, the title 'Saving and Using My Links' is followed by a paragraph: 'In this topic TeamWorks pages are saved to My Links. My Links are similar to the favorites functionality included in web browsers to provide quick and easy access to web pages.' Below this is a section 'At the end of this topic you will be able to:' followed by a bulleted list: 'Describe and locate the My Links dropdown', 'Save several pages as My Links', 'Create a My Links folder', 'Save My Links to a folder', and 'Navigate using My Links'.

# PLAYBACK MODES

Button	Description
 A blue rectangular button with a white play icon on the left, the text "See It!" in the center, and a small white downward-pointing triangle on the right.	<p><b>See it!</b> – 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.</p>
 A blue rectangular button with a white hand cursor icon on the left, the text "Try It!" in the center, and a small white downward-pointing triangle on the right.	<p><b>Try it!</b> – 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.</p>
 A blue rectangular button with a white document icon on the left, the text "Print It!" in the center, and a small white downward-pointing triangle on the right.	<p><b>Print it!</b> – 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.</p>

# 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 shows a training application interface. On the left is a search bar and a tree view titled 'My Roles' containing various topics. The topic 'Saving and Using My Links' is selected and highlighted with a red box. On the right is a content pane with a title bar containing three buttons: 'See It!' (with a play icon), 'Try It!' (with a hand icon), and 'Print It!' (with a printer icon). The 'See It!' button is highlighted with a red box and a mouse cursor. Below the title bar, the content pane displays the title 'Saving and Using My Links' and a paragraph of text: 'In this topic TeamWorks pages are saved to My Links. My Links are similar to the favorites functionality included in web browsers to provide quick and easy access to web pages.' Below this is a section 'At the end of this topic you will be able to:' followed by a bulleted list of learning objectives.



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.

**Try It!** Actions

## Saving and Using My Links

**Scenario:** You use many pages in Workforce Administration and need a quicker way to access them.

**Performed In:**  
TeamWorks

Begin by accessing **Internet Explorer > Team Georgia > Employee Self Service - My Account**

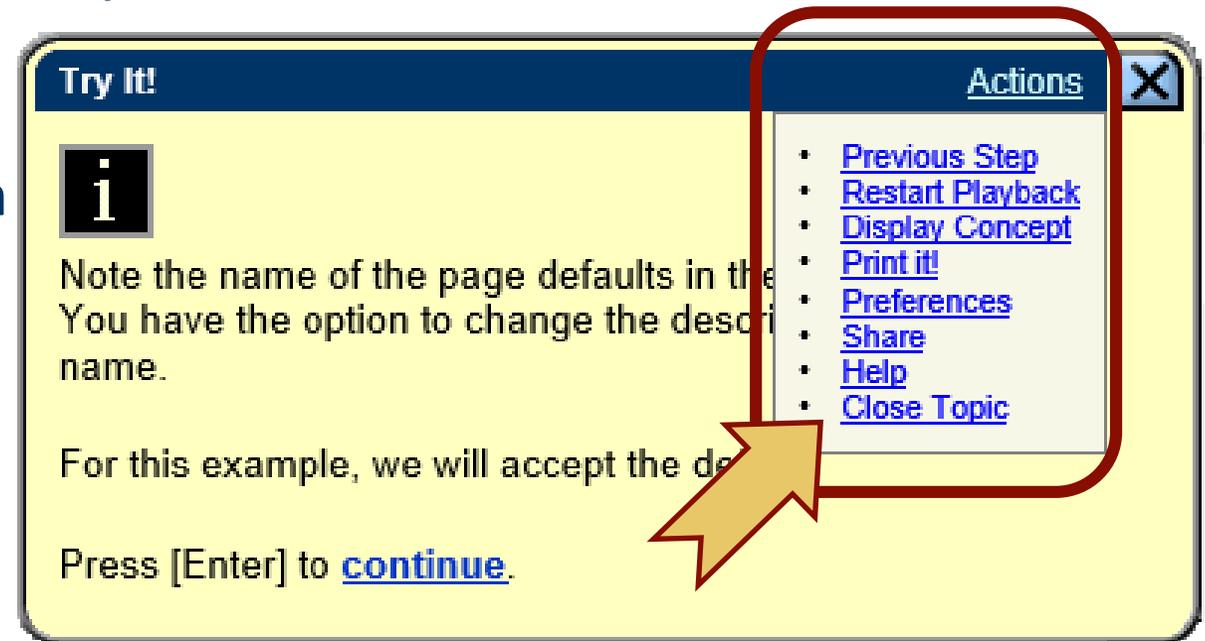
**Note:** In this training, "**Press [Enter] to Continue**" indicates an advancement in the screens and not an accurate keystroke within PeopleSoft.

Press [Enter] to **start**

# 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:

- Return to the **Previous Step** or screen
- **Restart Playback** restarts the topic from the beginning
- **Display Concept** pane or topic introduction
- **Print it!** prints the job aid for the topic
- **Close Topic** returns to the topic options

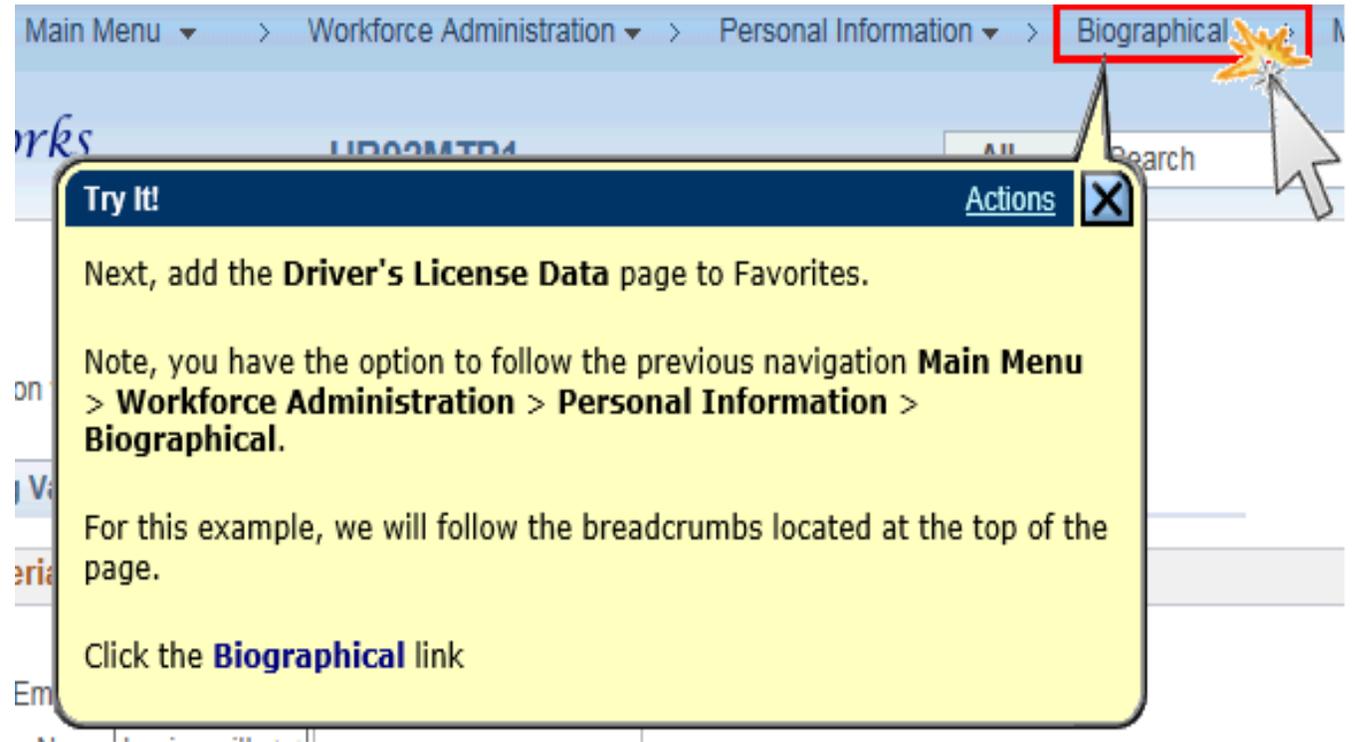


# NAVIGATING TEAMWORKS ONLINE TRAINING SIMULATION

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.

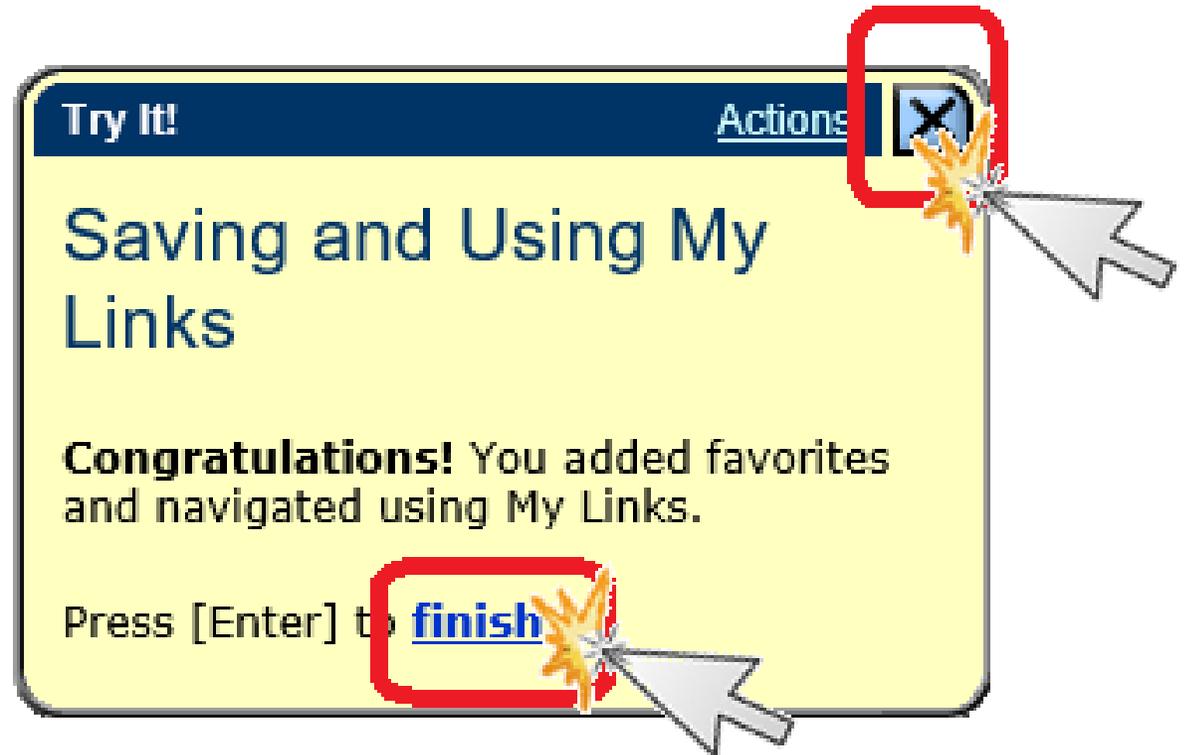


# NAVIGATING TEAMWORKS ONLINE TRAINING SIMULATION

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/teamworks-training>



- 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

