

Core HR

PERSONA DESCRIPTION



- The changes outlined on this change impact view impact those professionals in Core HR roles.
- This information is not exhaustive, and users are reminded to complete applicable training and review Job Aids.

KEY CHANGES

- If an Employee has more than one job, GA@WORK will require one job to be marked as the “primary.” Time recording, benefits eligibility determinations, and other matters will default to the primary job.
- Duplicate job profiles will need to be available when a job profile can be filled by either exempt or non-exempt Employees to allow agencies the flexibility to select their preferred profile for a position.
- When Employees transfer between agencies, the transfers will be more visible. The current Manager will be able to see which agency their former Employee is going to, and the current HR Specialist will need to approve the transfer before the Employee can be released to the receiving department.
- The process to assign a department, company, and unit to a position will be in a different order in GA@WORK. Users will have to edit position restrictions to make enduring changes. Those changes will stay with the position regardless of the Employee details.
 - In GA@WORK, users will create the position and then separately go back and change the restrictions (this changes the unfilled position/the chair) if the requirements change.
 - Users may change an Employee’s position, and when the Employee leaves, the position will revert to its current position restrictions.
 - Position restrictions are the enduring details about that position. If you want to change the position and the current incumbent, you have to change both the Employee and the position.

TERMINOLOGY SHIFTS

- “Termination date” replaces “effective date”
 - “Termination date” = last date the Employee does work
- In GA@WORK, “Change Job” is most similar to Job Detail and Position Management in TeamWorks
- Cross-agency transfers were never intended to be termination and rehires; this is a transfer in GA@WORK

NEW PROCESS FOR CONTINGENT WORKERS

- Contingent Workers will be maintained in GA@WORK.
- There will be more Contingent Workers in GA@WORK than were maintained in the legacy system.
- Users must distinguish between Employee v. Contingent Worker.
- Contract Contingent Worker terminology has some meaningful implications, and users need to account for those changes in GA@WORK. Review training for more information.

What are benefits of Core HR in GA@WORK?

- There is increased visibility into the completion of business processes
- It is simpler in GA@WORK to hire, change, and terminate workers.
- Real time reporting is available to professionals
- Benefit eligibility decisions are automated in the system

What could be challenges to Core HR to adopt GA@WORK?

- It is necessary to adopt new terminology, which requires careful attention to successfully adopt the new terms
- Users must become familiar with the new financial data model (FDM)
- Changing to the GA@WORK business process framework for personnel transactions requires training

What is not changing?

- The use of an official employee record system by agencies
- Accurate and timely position management will remain critical for Core HR
- Life events will continue to be administered through a third party