

Procurement Foundational and Role Based Learning Programs

Below is a summary of the GA@WORK Procurement Learning Programs and the estimated time to complete each.

For more details on courses and Learning Programs, visit the [GA@WORK Resource Library](#).

Role	Courses in Learning Program <i>eLearning Instructor Led</i> *Does not apply to the University System of Georgia (USG)	Est. Hours
Foundational Learning Programs		
Employee*	<i>Basic Navigation + ESS + Learning</i>	2.5
Manager*	<i>Basic Navigation + HCM Overview + Introduction to Reporting + ESS + MSS + Talent Management + Performance Management + Learning + Recruiting for Managers + Onboarding Setup</i>	8.0
Role Based Learning Programs		
APO/CUPO	<i>GA@WORK Procure to Pay Overview*</i> *Not Applicable to USG	1.0
Contract Administrator	<u>GA@WORK for Supplier Contracts</u>	6.0
Help Desk, SPD Trainers & CRM Admins (DOAS)	<i>GA@WORK Procure to Pay Overview + GA@WORK for Requesters + GA@WORK for Requisitions, P-Card, and PO Approvers + GA@WORK for PO Buyers + Introduction to GA@WORK Strategic Sourcing I + GA@WORK for Strategic Sourcing II + GA@WORK for Supplier Contracts + GA@WORK for Purchasing Card Holders + GA@WORK Agency P-Card Administrator System Training</i> *Not Applicable to USG	30
P-Card Administrator	<i>GA@WORK Procure to Pay Overview + GA@WORK for Requisitions, P-Card, and PO Approvers + GA@WORK Agency P-Card Administrator System Training + GA@WORK Intro to Reporting</i> *Not Applicable to USG	4.0
P-Card Auditor	<i>GA@WORK Intro to Reporting (SPD Auditors Only) + GA@WORK Procure to Pay Overview + GA@WORK for Requisitions, P-Card, and PO Approvers + GA@WORK for Purchasing Cards + GA@WORK Agency P-Card System Administrator Training</i> *Not Applicable to USG	6.0

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Role Based Learning Programs

P-Card Holder	GA@WORK Procure to Pay Overview + GA@WORK for Requisitions, P-Card, and PO Approvers + GA@WORK for Purchasing Card Holders	3.0
PO Buyer	GA@WORK Procure to Pay Overview + GA@WORK for PO Buyers *Not Applicable to USG	2.0
Procurement Approver	GA@WORK Procure to Pay Overview + GA@WORK for Requisitions, P-Card, and PO Approvers *Not Applicable to USG	2.0
Requesters	GA@WORK Procure to Pay Overview + GA@WORK for Requesters *Not Applicable to USG	2.0
Sourcing Event Buyer	Introduction to GA@WORK Strategic Sourcing I + GA@WORK for Strategic Sourcing II	13.5
Sourcing Event Panelist (Technical Evaluator)	GA@WORK Technical Evaluation Team Scoring for RFPs and RFQCS Note: This course will be available after go-live	1
Sourcing Event Requester	Introduction to GA@WORK Strategic Sourcing I	1
Supplier	Respond to Sourcing Events (GA@WORK Marketplace) + Register as a Prospective Supplier (GA@WORK Marketplace) *Not Applicable to USG	2.0