

Payroll

PERSONA DESCRIPTION



- This change impact view is applicable to Payroll Professionals, Cost Center Managers, and HR Partners.
- This information is not exhaustive, and users are reminded to complete applicable training and review Job Aids.

KEY CHANGES

- Employees will be able to link up to three bank accounts for direct deposits. Employees with more than three accounts in TeamWorks will be grandfathered into GA@WORK with all accounts, but any additional changes will require compliance with the new limit.
- Employees will only have access to five years of their historical W2 forms. Moving forward, new W2s will be added annually.
- In TeamWorks, agencies could decide to pay out on the last check or hold for equipment return without a formal process. A new business process will be implemented for annual leave payouts upon termination, requiring a review by time tracking, absence management, and payroll teams.
- Payroll calculations will be performed on-demand by Payroll Professionals without needing to engage Human Capital Management (HCM) separately.
- Employees can view their payslip three days prior to payday. Currently, this visibility is only available on paycheck date.
- In GA@WORK, employees can make same-day federal and state tax changes, streamlining adjustments after life events such as marriage or relocation.
- ADP will manage tax reporting and compliance for all employees (including out-of-state employees).
- In GA@WORK, Payroll check processing will be centralized, with only the State Accounting Office having the ability to run Payroll checks. Accounts Payable (AP) and Payroll will use different check formats, and all activities after Payroll confirm/complete will be completed by Accounting.
- Payroll transactions after confirm/complete will post in real-time with no delay in GA@WORK.
- GA@WORK will automatically set the deduction start date based on the coverage start date provided by third-party vendors.
- With plans like pensions integrated into GA@WORK, deductions will be accurately captured within the same pay period as the coverage begins.
- For State of Georgia employees who conduct their work in different states, their tax withholdings will now be reflective of the state that they work in (as documented in GA@WORK). This will change their amount of state tax being withheld and will therefore be reflected in their paychecks.

PAYROLL HOURS PER PAY PERIOD

- Employees may see small changes to their paycheck after GA@WORK go-live. This change is due to pay being calculated on set number of hours per pay period and does not change the overall salary.

What are benefits of Payroll in GA@WORK?

- Alight Retirement Savings Plan deduction information will be received directly in GA@WORK.
- When updating bank account or direct deposit details, no prenote process will occur. Employees will directly enter their direct deposit information into GA@WORK.
- Off-cycle payments will be processed via ACH, eliminating the need to issue checks as done previously.

What could be challenges to Payroll to adopt GA@WORK?

- Payroll Professionals will have view-only access to timesheets, limiting their ability to make direct adjustments.
- The labor distribution process will no longer require manual release, as it will automatically post to the financial books and chart of accounts upon payroll completion.
- GA@WORK does not automate pension adjustments, requiring manual processing of payroll adjustments..

What is not changing?

- Tax elections will not automatically transfer between Georgia agencies. Employees must still make new tax elections if they transfer agencies.
- When an individual transitions from one agency to another, existing garnishments will not initiate at the new agency, as each operates independently.