

Annual Leave Payout - Agency Opt In/Out



Step	Action
1.	Begin by navigating to the ALCP Agency Declaration page.
	Note : This simulation is an example of a transaction. When entering a transaction in the live TeamWorks HCM system, please select all values and options based on agency policy, the paperwork on hand and the current situation.
	Click the NavBar link.
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Step	Action
2.	Click the Navigator link.
	Navigator



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	0	-	+	SAO Technical	>
			My Favorites	State of Georgia	>
TeamWorks Infor				DX Custom	>
SAO CSC HC	м		Navigator	Self Service	>
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SAO_PS_Access@sa Human Resources Admini 404-656-270	stration (HRA)		•	Workforce Administration	>
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Thank you for your ongoing s forward to serving				Time and Labor	>

Step Action
3. Click the Benefits link.
Benefits





Step	Action		
4.	Click the Manage Automated Enrollment link.		
	Manage Automated Enrollment		





Step	Action
5.	Click the SOG link.
	SOG



Step	Action
6.	Click the ALCP Agency Declaration link.
	ALCP Agency Declaration



< Home	ALCP Agency Declaration	ŵ : ⊘
		New Window Help
LCP Agency Declaration		
nter any information you have and click Search. I	eave fields blank for a list of all values.	
Find an Existing Value		
Search Criteria		
Company begins with	٩	
Search Clear Basic Search 🛱 Sa	e Search Criteria	

Step	Action		
7.	Click in the Company field.		
	Company begins with V		



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		New Window Help
ALCP Agency Declaration		
inter any information you have and click Search. Lea	ve fields blank for a list of all values.	
Find an Existing Value		
Search Criteria		
Company begins with	٩	
Search Clear Basic Search 🖉 Save	Bearch Criteria	

Step	Action
8.	Enter the appropriate information into the Company field.
	For this example, type 123 .
	Company begins with V



< Home ALCP Agency Declaration	ଜ : ⊘
ALCP Agency Declaration	New Window Help
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
Search Criteria	
Company [begins with ▼]123 Q Fiscal Year [= ▼]	
Search Clear Basic Search 🖾 Save Search Criteria	

Step	Action
9.	Click the Search button.
	Search

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ALCP Agency Declaration Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value	New	Window	Help
Company [begins with ▼]123 Q Fiscal Year [= ▼] Search Clear Basic Search 🖾 Save Search Criteria			
Search Results View All First (1-2 of 2) Last Company Fiscal Year 123 2022 123 2023			



Step	Action
10.	Notice in the Search Results , the system displays search options for Fiscal Year 2022 and 2023 .

ALCP Agency Declaration	© : ۵
ALCP Agency Declaration	New Window Help-
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
Search Criteria	
Company begins with V 123 Q Fiscal Year = V	
Search Clear Basic Search 🖾 Save Search Criteria	
Search Results View All First 🕢 1-2 of 2 🚯 Last	
Company Fiscal Year	
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123 2023	

Step	Action	
11.	Click the 2022	link.
	Search Rest	ults
	View All First	🕙 1-2 of 2 🕑 Last
	Company	Fiscal Year
	123	2022
	123	2023



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ALCP Agency Declaration			New Window Help Personalize Page
Company: 123	Georgia Bulldog Champions	Opt-in to participate: No 🗸	1
Fiscal Year: 2022	Georgia bundog Grampions		
mployee Count: 188			
Total Hours: 7,520.00			
Total Dollars: \$190,396			
xcluded Departments		First 🕢 1 of 1 🕟 Last	
Department	Description		
	earch 1 Previous in List 4 Next in List	E Notify	

Step	Action
	After selecting Fiscal Year 2022, notice the Opt-in to participate field is grayed out. This means that no selection can be made for fiscal year 2022

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ALOD Assess Declarities			New Window Help Personalize Page
ALCP Agency Declaration			
Company: 123	Georgia Bulldog Champions	Opt-in to participate: No 🗸	
Fiscal Year: 2022			
Employee Count: 188			
Total Hours: 7,520.00			
Total Dollars: \$190,396.00			
Excluded Departments		I 🔄 🔜 First 🕢 1 of 1 🕟 Last	
Department	Description		



Step	Action
13.	Click the Next in List button.
	↓ Next in List

ALCP Agency Declaration Company: 123 Georgia Buildog Champions Opt-in to participate: No ▼ Fiscal Year: 2023 Employee Count: 188 Total Hours: 7,520.00 Total Dollars: \$190,396.00 Employee Count: 188 Employee Count: 188	< Home	ALCP	Agency Declaration	⋒ : ⊘
Fiscal Year: 2023 Employee Count: 188 Total Hours: 7,520.00 Total Dollars: \$190,396.00 Excluded Departments Department Image: Construction of the secret prior of the secre	ALCP Agency Declaration			New Window Help Personalize Page
Employee Count: 188 Total Hours: 7,520.00 Total Dollars: \$190,396.00 Excluded Departments I I I I Last Department Description I I I I I I I I I I I I I I I I I I I	Company: 123	Georgia Bulldog Champions	Opt-in to participate: No 🗸	
Total Dollars: \$190,396,00 Excluded Departments I I I I I I I I I I I I I I I I I I I	Fiscal Year: 2023			
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Department Description	Total Dollars: \$190,396.00			
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		Description		
Return to Search 🕇 Previous in List 🖌 Notify	Q		+ =	

Step	Action
14.	Notice how the Opt-in to participate field defaults to No.
	Click the Opt in to participate drop-down list.
	Opt-in to participate: No 🗸



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ALCP Agency Declaration				New W	findow Help Personali	ze Pag
Company: 123	Georgia Bulldog Champions	Opt-in to partici	pate: No	-		
Fiscal Year: 2023			No			
mployee Count: 188			Yes			
Total Hours: 7,520.00						
Total Dollars: \$190,396.0	0					
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Step	Action
15.	Note: If agency will not be participating in the ACLP Agency Declaration payout, accept the default value of No and click Save.
	For this example, click the Yes from the drop down list.



LCP Agency Declaration			New Window Help Personalize Page
Company: 123	Georgia Bulldog Champions	Opt-in to participate: Yes 🗸	
Fiscal Year: 2023			
nployee Count: 188			
Total Hours: 7,520.00			
Total Dollars: \$190,396.00			
cluded Departments	Description	First 🕢 1 of 1 🕟 Last	
Q	Description	•	
Save 🔯 Return to Searc			

Step	Action
16.	Using the Excluded Departments section, agencies have the option include or exclude selected departments from the ACLP Agency Declaration payout.

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ALCP Agency Declaration			New Window Help Personalize Page
ALCE Agency Declaration			
Company: 123	Georgia Bulldog Champions	Opt-in to participate: Yes 🗸	
Fiscal Year: 2023			
Employee Count: 188			
Total Hours: 7,520.00			
Total Dollars: \$190,396.00			
Excluded Departments		First 🕢 1 of 1 🕑 Last	
Department	Description	•	
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Return to Searc	n 🤨 Previous in List 4 Next in I	El Notify	

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Step	Action				
17.	For this example, the agency has decided to exclude one department from the program.				
	Click the Search button.				
	Excluded Departments				
	Department	Description			
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< Home	ALCP Agency Declaration		☆ : ⊘
	Look Up Department	×	New Window Help Personalize Page
ALCP Agency Declaration	Company 123	Help 🔶	New Wildow [Help] Felsonalize Fage
Company: 123 Georgia Buildog Fiscal Year: 2023 Employee Count: 188 Total Hours: 7,520.00 Total Dollars: \$190,396.00 Excluded Departments Department Description	Department begins with Description begins with Description begins with Clear Cancel Basic Lookup Search Results View 100 First Concel Basic Lookup Georgia Bulldog Champions 1231231231 Administration 1231231232 Office 1231231232 Office 1231231232 Public		
123 Georgia Bulldog Champ	1231231236 Mgmt Division		

Step	Action
18.	For this example, click the 1231231236 - Mgmt Division link.



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ALCP Agency Declaration			New Window Help Personalize Page
Company: 123	Georgia Bulldog Champions	Opt-in to participate: Yes 🗸	
Fiscal Year: 2023			
mployee Count: 188			
Total Hours: 7,520.00			
Total Dollars: \$190,396.0	D		
cluded Departments		I 🔄 🔣 First 🕢 1 of 1 🕟 Last	
partment	Description		
231231236 Q	Mgmt Division	+ -	

Step	Action
19.	Note: To add additional Departments, click on the (+) sign or click on the (-) sign to delete a department.
	For this example, no additional departments will be added.



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ALCP Agency De	claration			New Window Help Personalize Pag
Company:	123	Georgia Bulldog Champions	Opt-in to participate: Yes 🗸	
Fiscal Year:	2023			
Employee Count:	188			
Total Hours:	7,520.00			
Total Dollars:	\$190,396.00)		
xcluded Departm	ents		First 🕢 1 of 1 🕟 Last	
epartment		Description		
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Step	Action
20.	Click the Save button.
	R Save

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ALCP Agency Declaration			New Window Help Personalize Page
Company: 123	Georgia Bulldog Champions	Opt-in to participate: Yes 🗸	
Fiscal Year: 2023	Georgia Buildog Champions		
Employee Count: 188			
Total Hours: 7,520.00			
Total Dollars: \$190,396.00			
Excluded Departments		I 🔄 🔣 First 🕢 1 of 1 🕟 Last	
Department	Description		
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Step	Action
21.	Once the options is saved, the user can click the Home button to return to the home
	page.



Step	Action
22.	Note: Users have the option to return to the ALCP Agency Declaration page to confirm the Opt-in to participate field now reads "Yes".
	Using the following navigation: NavBar > Navigator > Benefits > Manage Automated Enrollment > SOG > ALCP Agency Declaration





Step	Action
23.	Congratulations! You have completed the Annual Leave Payout - Agency Opt In/Out topic.
	End of Procedure.