

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.





Step	Action
2.	Click the Navigator link.
	Navigator



TeamWorks		∽ Home			: Ø
Approvals		Ai	NavBar: Naviç	gator	
				PayMatch for North America	>
)) 2022 - TeamWe	Recent Places	SAO Support	>
	0		+	SAO Technical	>
			My Favorites	State of Georgia	>
TeamWorks Information				DX Custom	>
SAO CSC HCM			Navigator	Self Service	>
888-896-7771 HCM@sao.ga.gov			<u>.</u>	Manager Self Service	>
SAO CSC Security 404-657-3956 888-896-7771			My Team	Recruiting	>
Human Resources Administration (404-656-2705	RA)		• 3 •	Workforce Administration	>
hra@doas.ga.gov Monthly System Maintenanc	:		Pay	Benefits	>
The application is unavailable betwee 7:00 AM to 9:00 AM every third Sund the month.	en ly of			Compensation	>
friank you for your ongoing support, we forward to serving you.	JOK			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
ALCP Agency Declaration		
nter any information you have and click Sea	rch. Leave fields blank for a list of all values.	
Find an Existing Value		
Search Criteria		
Company begins with v	Q	
Search Clear Basic Search	Save Search Criteria	

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



K Home	ALCP Agency Declaration	☆ : ⊘
		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



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		New Window Help
ALCP Agency Declaration		
nter any information you have and click Search. Leave fie	ts blank for a list of all values.	
Find an Existing Value		
Search Criteria		
Company begins with V 123		
Search Clear Basic Search 🛱 Save Search	Criteria	

Step	Action
9.	Click the Search button.
	Search

< Home ALCP Agency Declaration	ŵ	:	\oslash
ALCP Agency Declaration Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search Criteria	New	Window	Help-
Company begins with v 123			
Search Results View All First I tart 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	ଜ ፡ Ø
ALCP Agency Declaration	New Window Help-
Enter any information you have and click Search. Leave fields blank for a list of all values	
Enter any monimularly you net o and olion obtainin. Educe includ plants for a net of an related.	
Find an Existing Value	
Search Criteria	
Company begins with V 123 Q Fiscal Year = V	
Search Clear Basic Search 🖾 Save Search Criteria	
View All First (1) 12 of 2 (1) Last	
Company Fiscal Year	
123 2022	
123 2023	

Step	Action	
11.	Click the 2022	link.
	Search Resu	ilts
	View All First	🕚 1-2 of 2 🕑 Las
	Company	Fiscal Year
	123	2022
	123	2023



< Home	ALCP Age	ency Declaration	ଜ ፡ 🖉
ALCP Agency Declaration			New Window Help Personalize Pag
Company: 100	Caordia Bulldon Championa	Ont in to participate: No]
Fiscal Year: 2022	Georgia Buildog Champions	open to participate. No	
mployee Count: 188			
Total Hours: 7 520 00			
Total Dollars: \$190,396	5.00		
xcluded Departments		I 🖉 📑 First 🕢 1 of 1 🕟 Last	
epartment	Description		
🖁 Save 🛛 🔯 Return to S	earch M Previous in List T Next in List 💽	Notify	
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🔝 Save 🛛 🕅 Return to S	earch Mr Previous in List I Next in List 🕑	Notify	

Step	Action
12.	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

< Home	AL	CP Agency Declaration	ŵ : Ø
			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		🛛 🔜 🙀 First 🕢 1 of 1 🕟 Last	
Department	Description		
🔚 Save 🔯 Return to Sear	rch Terevious in List Vext in L	ist 🔄 Notify	



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

< Home	ALCF	Agency Declaration	<u>ش</u> : Ø
ALCP Agency Declaration			New Window Help Personalize Page
Company: 123	Georgia Bulldog Champions	Opt-in to participate: No 🗸	
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		
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					
xcluded Departments		🖪 🔜 🛛 First 🕢 1 o	of 1 🕑 Last			
epartment	Description					
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🔝 Save 🛛 🔯 Return to Sea	rch 🕂 Previous in List 🛛 🚛 Next in l	List Potify				

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.



Home	ALCP	Agency Declaration	G : Ø
ALCP 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	
epartment	Description		

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

ns Opt-in to participate: Yes 🗸	New Window Heip Personalize Page
ns Opt-in to participate: Yes 🗸	
IS Opt-in to participate: Yes v	
🔄 🔜 First 🕢 1 of 1 🕢 Last	
	I DI RE First 1 of 1 Last 1 I Next in List Notify

Job Aid



Step	Action				
17.	For this example, the agency has decided to exclude one department from the program.				program.
	Click the Search button.				
	Excluded Departments		First 🕚 1 of 1	Last	
	Department	Description			
	Q			+ -	

< Home	ALCP Agency Declaration		6 : Ø
	Look Up Department	×	New Window Help Personalize Page
ALCP Agency Declaration	Company 123	Help 🔶	New Window [Neip] r ersonalize r age
Company: 123 Georgia Bulldog Fiscal Year: 2023 Employee Count: 188 Total Hours: 7,520.00 Total Dollars: \$190,396.00 Excluded Departments Department Description	Company 123 Department [begins with ↓ Description begins with ↓ Look Up Clear Cancel Basic Lookup Search Results View 100 First @ 1-105 of 105 @ Last Department Description 123 Georgia BulldogChampions 1231231231 Administration 1231231231 Administration 12312312324 Adjutant Office		
123 Georgia Bulldog Champ	1231231235 Public 1231231236 Mgmt Division		

Step	Action
18.	For this example, click the 1231231236 - Mgmt Division link.
	1231231231231231 Mojet Dovesion



〈 Home	ALCP	Agency Declaration	© : ۵
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		
.31231236 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.



		ALCF	PAgency Declaration	G : Ø
ALCP Agency De	eclaration			New Window Help Personalize Pag
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		
xcluded Departm	ients		First 🕢 1 of 1 🚯 Last	
epartment		Description		
231231236	Q	Mgmt Division		

Step	Action
20.	Click the Save button.
	Save

< Home	AL	CP Agency Declaration	6 : Ø
ALCP Agency Declaration			New Window Help Personalize Page
Company 402	Ossaria Dulldan Observices	Ont in to participate Veg	
Company. 125	Georgia Buildog Champions		
Fiscal tear: 2023			
Employee Count: 188			
Total Hours: 7,520.00			
Total Dollars: \$190,396.00			
Excluded Departments		I 🔄 🔣 First 🕢 1 of 1 🕟 Last	
Department	Description		
1231231236 Q	Mgmt Division	± =	



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.