



State Accounting Office
of Georgia
Fiscal Leadership for Georgia

Taking TeamWorks Online Training

Supported by SAO

What is TeamWorks Online Training

Formerly known as the User Productivity Kit or UPK, TeamWorks Online Training is the State Accounting Office browser-based, on-demand training tool that allows you to learn how to use the TeamWorks application at your workstation, working at your own pace, and at a time that fits in your work schedule.



Objectives

At the end of this presentation you should be able to:

- Navigate to the TeamWorks Online Training homepage
- Navigate the TeamWorks Online Training content page
- Describe the TeamWorks Online Training playback modes
- Select and play a topic
- Navigate a TeamWorks Online Training simulation



Navigating to TeamWorks Online Training

TeamWorks Online Training is located on the SAO Website.

[SAO Homepage](#)

To access the Training page, click the **Training** link on the SAO homepage.



georgia.gov™ Official Portal for the State of Georgia

State Accounting Office of Georgia
Fiscal Leadership for Georgia

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Quick Links

- [HCM 9.1 Delta Documents](#)
- [2011 SAO/OPB Combined Calendar](#)
- [Employee Travel Expense Statement](#)
- [News by Categories](#)
- [IRS 3 Percent Withholding Requirement](#)
- [SAO Partnership Contacts](#)
- [Vendor Management](#)
- [Document Direct Naming Conventions !\[\]\(7a0fb7023d4295beb26eef39822a5ef1_img.jpg\)](#)
- [Comprehensive Annual Financial Report \(CAFR\)](#)
- [Budgetary Compliance](#)

News 

11/02/2011 [State of Georgia Travel Policy Memo](#)

Please find attached the State of Georgia Travel and Expense Policy document draft for review and comment.

09/30/2011 [PeopleSoft HCM Upgrade 10/7 - 10/11](#)

The State Accounting Office has been working diligently on the PeopleSoft HCM version 9.1 upgrade for the State of Georgia's PeopleSoft technology.

[All News >>](#)

Search 
[Advanced Search](#)

SAO Calendar
November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	Nov 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Navigating to TeamWorks Online Training

You should arrive at the SAO Training homepage, or to save time the next time, you can click the button below.

[SAO TeamWorks Online Training](#)



Don't forget to save it as a Favorite!

To take TeamWorks HCM Online training, click the **TeamWorks HCM** link.



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Training Home > Training

Accounting Training and CPE Links
TeamWorks Financials
TeamWorks HCM
Salary and Travel Job Aids
Streamlined Banking
Year-End Reporting Training

Search GO
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Training

This section contains information related to online and classroom training for systems and financial reporting owned by SAO. The systems include Financial Systems, Human Capital Management Systems and Streamlined Banking. Beginning with the reporting for FY2009, SAO is working with the University of Georgia, Carl Vinson Institute of Government on both online and classroom training for year-end forms.

[Accounting Training and CPE Links](#)
Accounting Training and Continuing Professional Education(CPE)Links

[TeamWorks Financials](#)
TeamWorks Financials Online Training

[TeamWorks HCM](#)
TeamWorks HCM Online Training

Accessing TeamWorks Online Training

To take TeamWorks HCM Online training, click the **TeamWorks HCM Online Training** link.



The screenshot shows the Georgia State Accounting Office website. At the top, it says "GEORGIAGOV" and "Official Portal for the State of Georgia". The main header features the State Accounting Office logo and the text "State Accounting Office of Georgia Fiscal Leadership for Georgia". A navigation bar includes links for "About Us", "Systems", "Reporting", "Policies", "Training", "Travel", "Tools", and "News". The "Training" link is highlighted. Below the navigation bar, a breadcrumb trail reads "Home > Training > TeamWorks HCM". The main content area is titled "TeamWorks HCM" and contains two links: "TeamWorks HCM Online Training" and "TeamWorks HCM Online Training". A mouse cursor is pointing at the second link. A search bar is located in the top right corner of the content area.

Accessing TeamWorks Online Training

You should arrive at the
**TeamWorks HCM Online
Training** page.



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Training

Accounting Training and CPE Links

TeamWorks Financials

TeamWorks HCM

TeamWorks HCM Online Training

Salary and Travel Job Aids

Streamlined Banking

Year-End Reporting Training

Home > Training > TeamWorks HCM > TeamWorks HCM Online Training

TeamWorks HCM Online Training

Search GO

[Advanced Search](#)

TeamWorks HCM Online Training allows any user to take training online at their convenience. TeamWorks HCM Online Training is accessible independently users do not need to be logged into TeamWorks HCM.

Use the links below to learn to take TeamWorks HCM Online Training or to access the TeamWorks HCM Online Training.

- [Taking TeamWorks HCM Online Training](#)
- [OnDemand Website for HCM Training](#)
- [TeamWorks HCM Online Training](#)



TeamWorks Online Training Technical Requirements

Before accessing TeamWorks Online Training verify your browser.

Verify you are using Internet Explorer version 6 or higher

1. Open Internet Explorer
2. Click Help
3. Click About Internet Explorer



Accessing TeamWorks Online Training

To access the older complete training content click the **OnDemand website for HCM Training** link.

To access the newer training content click the **TeamWorks HCM Online Training** link.



The screenshot shows the official portal for the State of Georgia. The header includes the Georgia State Accounting Office logo and the tagline "Fiscal Leadership for Georgia". A navigation menu contains links for About Us, Systems, Reporting, Policies, Training, Travel, Tools, and News. The "Training" section is expanded, showing a list of training categories: Accounting Training and CPE Links, TeamWorks Financials, TeamWorks HCM, TeamWorks HCM Online Training, Salary and Travel Job Aids, Streamlined Banking, and Year-End Reporting Training. The "TeamWorks HCM Online Training" link is highlighted. The main content area displays the title "TeamWorks HCM Online Training" and a search bar. Below the title, there is a paragraph explaining that TeamWorks HCM Online Training allows users to take training online at their convenience. A list of links is provided: "Taking TeamWorks HCM Online Training", "OnDemand website for HCM Training", and "TeamWorks HCM Online Training". A mouse cursor is pointing at the "TeamWorks HCM Online Training" link.

GEORGIAGOVT Official Portal for the State of Georgia

State Accounting Office of Georgia Fiscal Leadership for Georgia

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Training

Accounting Training and CPE Links

TeamWorks Financials

TeamWorks HCM

TeamWorks HCM Online Training

Salary and Travel Job Aids

Streamlined Banking

Year-End Reporting Training

Home > Training > TeamWorks HCM > TeamWorks HCM Online Training

Search GO

Advanced Search

TeamWorks HCM Online Training

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Use the links below to learn to take TeamWorks HCM Online Training or to access the TeamWorks HCM Online Training.

- [Taking TeamWorks HCM Online Training](#)
- [OnDemand website for HCM Training](#)
- [TeamWorks HCM Online Training](#)



The Training Content Homepage

IE Browser

The screenshot shows a Windows Internet Explorer browser window. The address bar displays 'http://localhost:1421/toc0.html'. The browser's address bar includes 'Welcome to TeamWorks', 'georgia.gov - Training', and 'Covendis - Login'. The page content is divided into two main sections. On the left is a 'Content Outline' section with a search bar and a list item 'Using Employee Self-Service'. On the right is a 'Concept Pane' titled 'Using Employee Self-Service' with a paragraph of text and a bulleted list of tasks.

Content Outline

Using Employee Self-Service

Employees use TeamWorks Self-Service module to review, add, update, or delete personal information. Users can access each transaction individually or use the Personal Information Summary page to review all personal information at once. The buttons on the Personal Information Summary page provide quick access to the various transactions they can use to make changes.

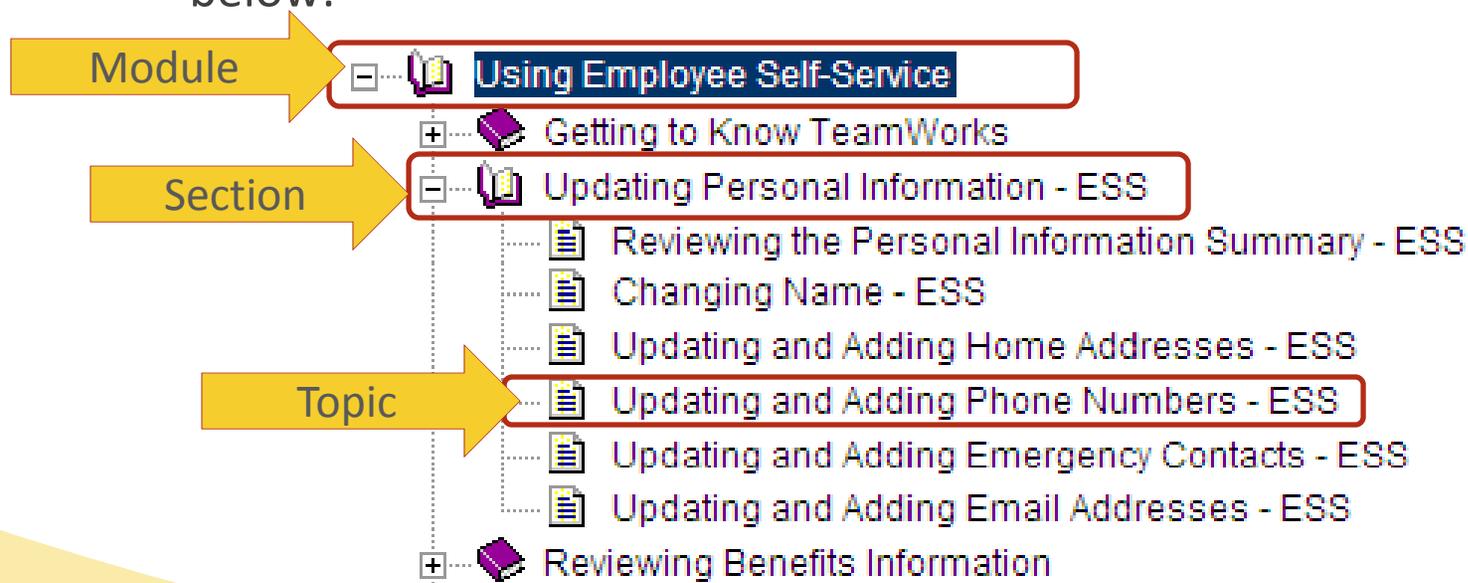
At the end of this module you should be able to:

- Change name information
- Maintain home and mailing address information
- Maintain emergency contact information
- Maintain email address information
- Maintain phone number information
- Review personal information

The next few slides focus on the Content Outline.

The Content Outline

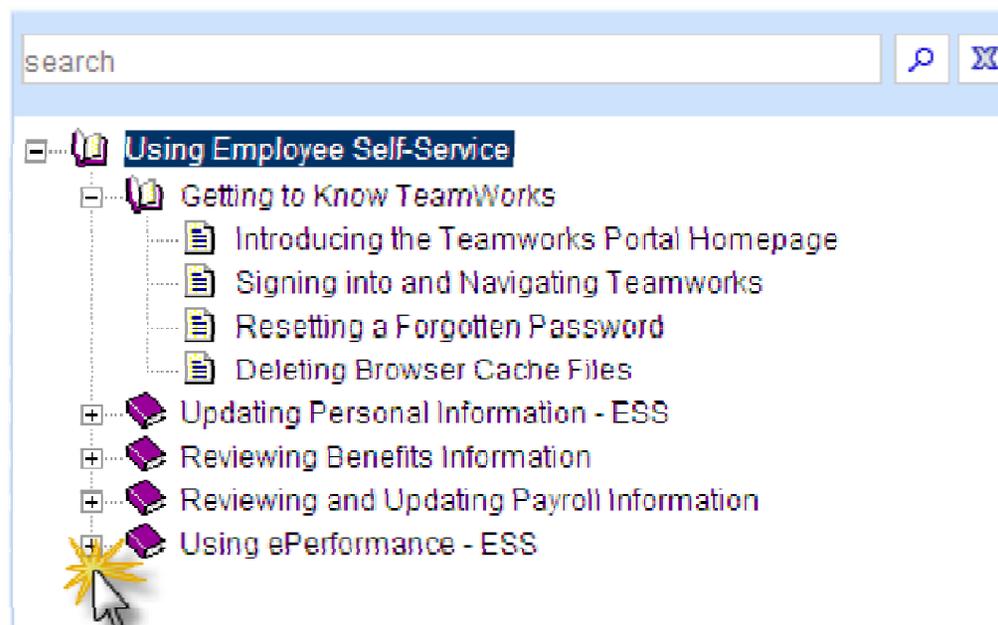
The TeamWorks Online Training player is organized into a folder hierarchy. The course outlines are structured as shown below:



The Content Outline

To expand the modules and sections, click the + next to the purple books  . This expands the content.

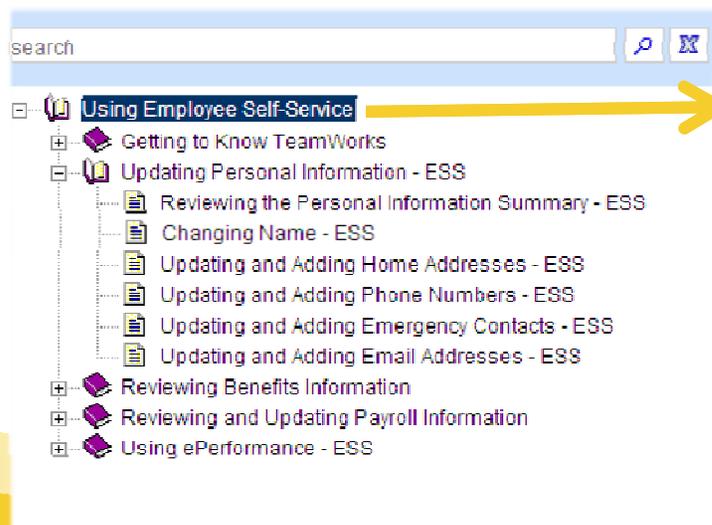
To collapse the modules and sections, click the – next to the purple books  .





The Concept Pane

When the user clicks on or expands a module, section, or topic, introductory information about that item displays in the concept pane. This information tells the user what the module, section, or topic is about and what they can expect to learn.



Using Employee Self-Service

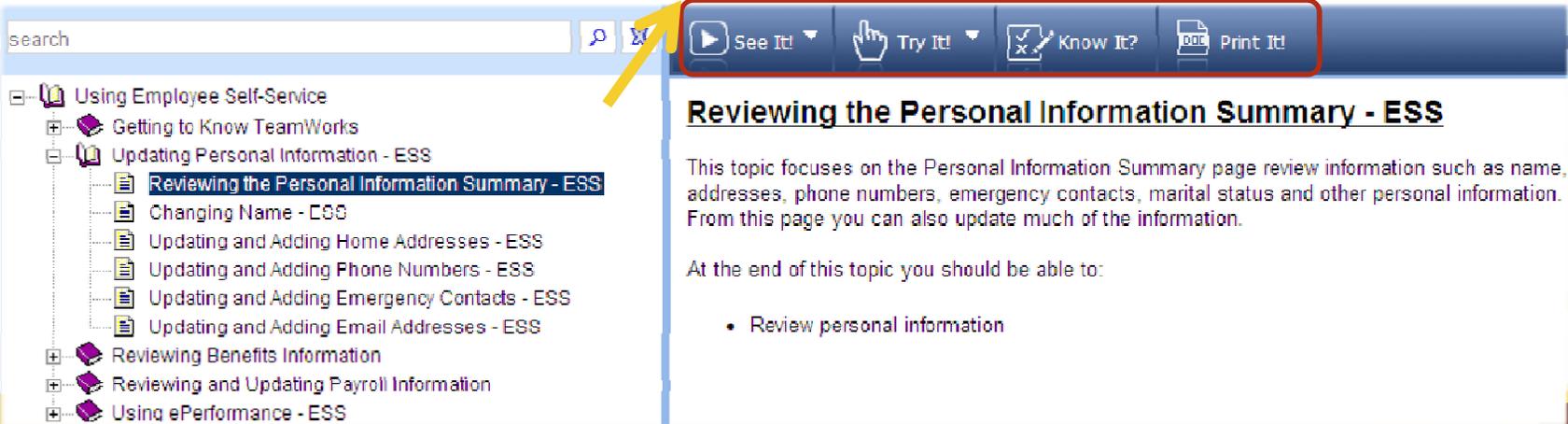
Employees use TeamWorks Self-Service module to review, add, update, or delete personal information. Users can access each transaction individually or use the Personal Information Summary page to review all personal information at once. The buttons on the Personal Information Summary page provide quick access to the various transactions they can use to make changes.

At the end of this module you should be able to:

- Change name information
- Maintain home and mailing address information
- Maintain emergency contact information
- Maintain email address information
- Maintain phone number information
- Review personal information

The Concept Pane

When the user clicks a topic, the Concept Pane displays the See It! Try It!, Know It? and Print It! buttons. These buttons provide the user with four different way to interact with the training for a topic.



The screenshot displays a training interface with a search bar at the top left. Below the search bar is a tree view of topics. The selected topic, "Reviewing the Personal Information Summary - ESS", is highlighted. To the right of the tree view is a Concept Pane. At the top of the Concept Pane is a navigation bar with four buttons: "See It!" (with a play icon), "Try It!" (with a hand icon), "Know It?" (with a checkmark icon), and "Print It!" (with a document icon). Below the navigation bar is the title "Reviewing the Personal Information Summary - ESS" and a paragraph of text: "This topic focuses on the Personal Information Summary page review information such as name, addresses, phone numbers, emergency contacts, marital status and other personal information. From this page you can also update much of the information." Below the paragraph is the text "At the end of this topic you should be able to:" followed by a bulleted list: "• Review personal information".

search

- Using Employee Self-Service
 - Getting to Know TeamWorks
 - Updating Personal Information - ESS
 - Reviewing the Personal Information Summary - ESS**
 - Changing Name - ESS
 - Updating and Adding Home Addresses - ESS
 - Updating and Adding Phone Numbers - ESS
 - Updating and Adding Emergency Contacts - ESS
 - Updating and Adding Email Addresses - ESS
 - Reviewing Benefits Information
 - Reviewing and Updating Payroll Information
 - Using ePerformance - ESS

See It! Try It! Know It? Print It!

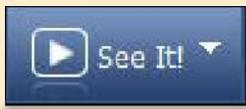
Reviewing the Personal Information Summary - ESS

This topic focuses on the Personal Information Summary page review information such as name, addresses, phone numbers, emergency contacts, marital status and other personal information. From this page you can also update much of the information.

At the end of this topic you should be able to:

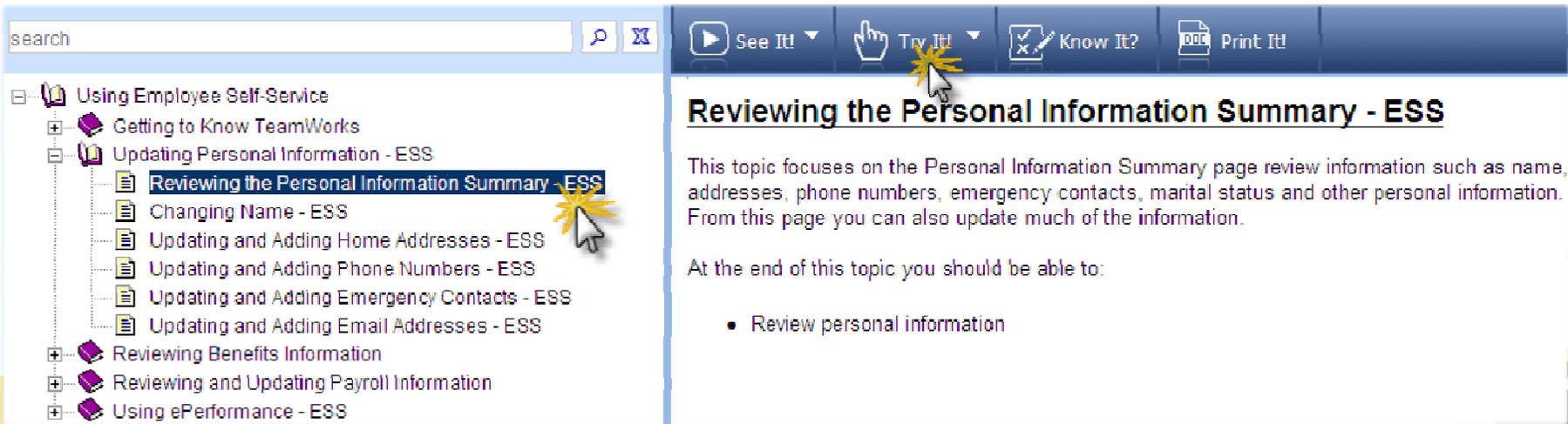
- Review personal information

Playback Modes

Button	Description
	See It! – Clicking this button launches the topic in See It! mode! It enables the user to learn by watching the steps in a simulated environment like a video. All the required activities, such as moving the mouse and entering data, are completed automatically.
	Try It – Clicking this button launches the topic in Try It! mode. It enables the user to learn interactively in a simulated environment. During the simulation, the user is prompted for mouse clicks and/or keystrokes to complete the steps.
	Know It? – Clicking this button launches the topic in Know It? mode. It enables the user to learn by testing them on the tasks in a simulated environment. In this playback mode there are no prompts or instructions for the user to follow.
	Do It! – Clicking this button launches the topic in Do It! mode. It guides the user as they perform the tasks in the live TeamWorks environment.
	Print It! – Clicking this button does not launch the topic. It launches a printer pop up window and enables the user to print a copy of the topic as a job aid for reference.

Playing a Topic

To launch a topic click and read through the content outline and concept pane to find the desired topic. Click to select the desired topic and then click the desired playback mode.



The screenshot shows a software interface with a search bar at the top left. Below it is a tree view of topics. The selected topic is "Reviewing the Personal Information Summary - ESS". To the right of the tree view is a playback control bar with buttons for "See It!", "Try It!", "Know It?", and "Print It!". The "Try It!" button is highlighted with a mouse cursor. Below the playback bar is the content area for the selected topic, which includes a title, a description, and a list of learning objectives.

search

- Using Employee Self-Service
 - Getting to Know TeamWorks
 - Updating Personal Information - ESS
 - Reviewing the Personal Information Summary - ESS**
 - Changing Name - ESS
 - Updating and Adding Home Addresses - ESS
 - Updating and Adding Phone Numbers - ESS
 - Updating and Adding Emergency Contacts - ESS
 - Updating and Adding Email Addresses - ESS
 - Reviewing Benefits Information
 - Reviewing and Updating Payroll Information
 - Using ePerformance - ESS

See It! Try It! Know It? Print It!

Reviewing the Personal Information Summary - ESS

This topic focuses on the Personal Information Summary page review information such as name, addresses, phone numbers, emergency contacts, marital status and other personal information. From this page you can also update much of the information.

At the end of this topic you should be able to:

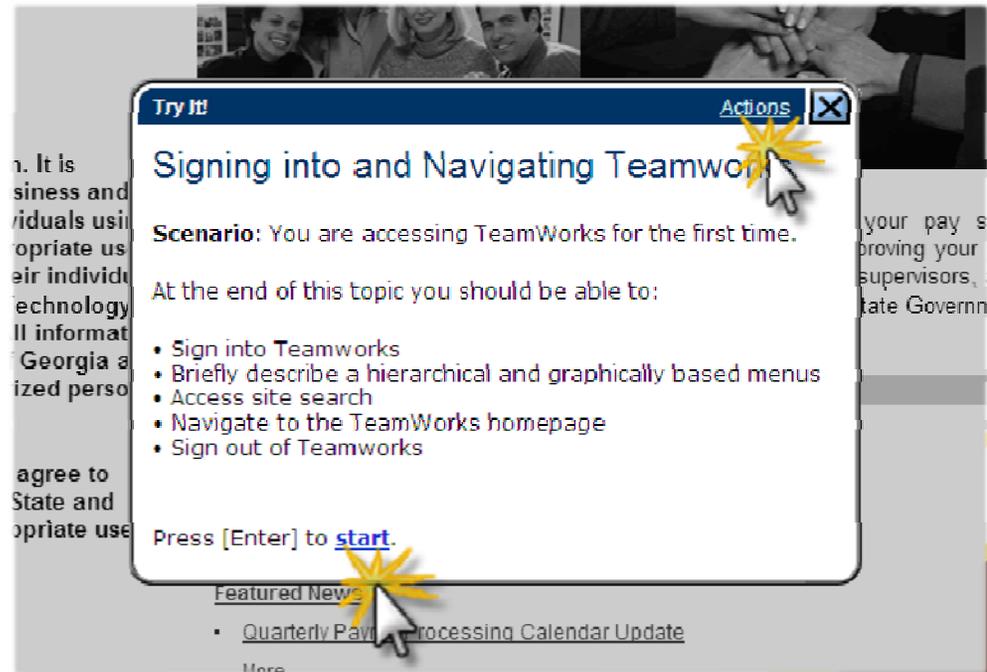
- Review personal information



Always take the training
order in order the first time.

Navigating TeamWorks Online Training Simulation

When the simulation player displays, it provides the user with an introduction bubble that includes a topic scenario, objectives and initial navigation if necessary. In this example, the user is playing the simulation in **Try It!** mode. This means the user has to read and follow the prompts to move through the topic. In addition, the user can navigate by using the **Actions** menu or by using the on screen instructions.



Try It! Actions X

Signing into and Navigating Teamworks

Scenario: You are accessing TeamWorks for the first time.

At the end of this topic you should be able to:

- Sign into Teamworks
- Briefly describe a hierarchical and graphically based menus
- Access site search
- Navigate to the TeamWorks homepage
- Sign out of Teamworks

Press [Enter] to **start**.

Featured News

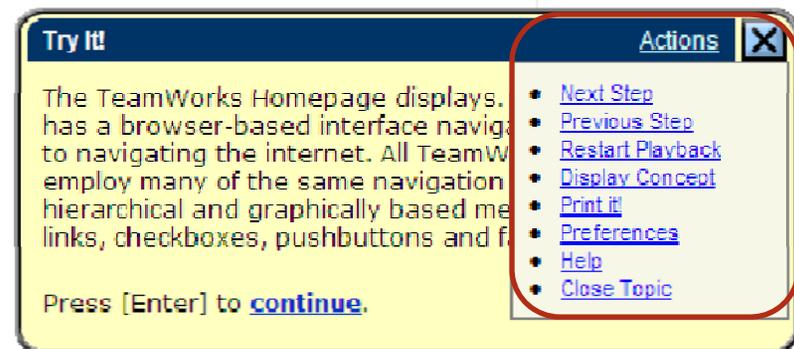
- Quarterly Payroll Processing Calendar Update

More

Navigating a TeamWorks Online Training Simulation

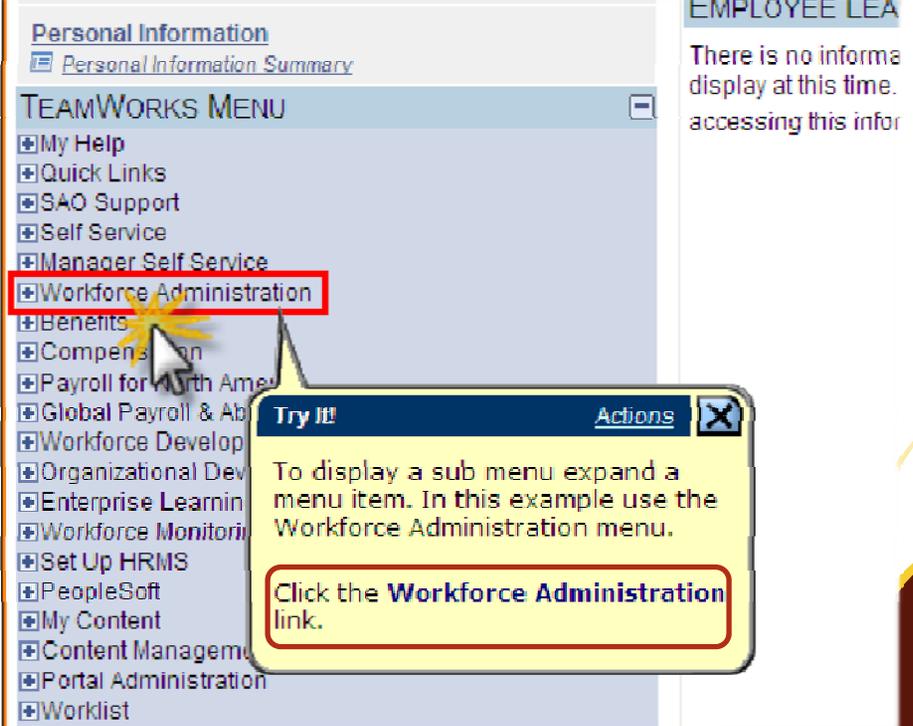
After the user clicks the **Action** link the TeamWorks Online Training player displays a small menu that includes key actions such as:

- Advance to the **Next Step** or screen
- Return to the **Previous Step** or screen
- **Restart Playback** restarts the topic from the beginning
- **Display Concept** pane or topic introduction
- **Print It!** prints a job aid of the topic
- Close the topic



Navigating a TeamWorks Online Training Simulation

The TeamWorks Online Training plays the topics in a simulation player. The training is best experienced in **Try It!** mode because it looks and feels to the user as if they are in TeamWorks. As the user moves through the simulation they are prompted with training content in the bubbles and prompts on where to click to advance through the simulated transaction.



EMPLOYEE LEA
There is no informa
display at this time.
accessing this infor

Try It! Actions X

To display a sub menu expand a menu item. In this example use the Workforce Administration menu.

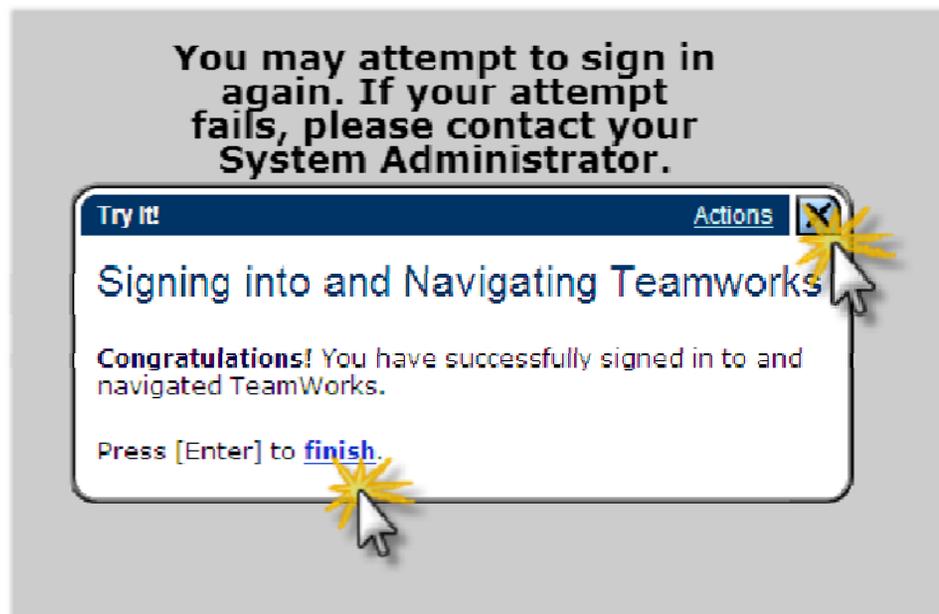
Click the **Workforce Administration** link.

Navigating a TeamWorks Online Training Simulation

When the user reaches the end of the topic they can close it in three ways:

- Click the **X**
- Click the **finish** link
- Press **Enter** on the keyboard

After closing the topic the TeamWorks Online Training Content Homepage displays.



Clicking the **finish** link or pressing **Enter** is always best.

What we've learned

- The TeamWorks Online Training a web-based self-paced training tool
- Users can access the TeamWorks Online Training via the SAO TeamWorks Training website
 - http://sao.georgia.gov/00/channel_createdate/0,2095,39779022_138756149,00.html

SAO TeamWorks Online
Training

- The training includes introductions and objectives for each module, section, and topic
- Topics provide users with objectives or goals
- Users can access content and play it in a variety of modes of which **Try It!** is best
- TeamWorks Online Training simulates the system and the tasks involved with completing a transaction

DONE!