

# HR Community Meeting

September 29, 2016

# Welcome

## Candy Sarvis

### DOAS Deputy Commissioner, HRA

# Agenda

- ✓ **FLSA Update**
- ✓ **What's new: TeamWorks HCM**
- ✓ **TeamWorks Overview**

# FLSA Update

**Martha Varn**

**SAO TeamWorks HCM Business Analysts Manager**

# Support for FLSA Changes

**HRA and SAO are jointly working on a TeamWorks solution to:**

- ✓ **Identify employees who are exempt but do not meet the compensation test**
- ✓ **Perform one-time conversion of FLSA Status from exempt to non-exempt**

# How will the conversion work?

- ✓ **Only employees in applicable job codes will be converted**
- ✓ **A 12/1/2016 row will be inserted into Position Data and Job Data**
- ✓ **The FLSA Status on the 12/1/2016 rows will be updated to non-exempt**
- ✓ **Future-dated rows in Position Data and Job Data will also be updated**
- ✓ **No other changes, including Employee Type, Pay group, Standard Hours, etc., will be made**
- ✓ **Employees which do not pass the salary test and also require a job code change will need to be updated manually**

# Planned for TeamWorks

- ✓ **Queries to assist in identifying exempt employees that do not meet the compensation test**
- ✓ **On-line page to view job codes that are exempted**
- ✓ **On-line system message to warn when an exempt employee does not pass the compensation test**

# Agency Participation in the Conversion

## ✓ Opt-in by agency

## ✓ Considerations:

- If your agency has a small number of conversions (less than 25) you may prefer to handle them manually
- If your agency has a large number of job code changes you may also prefer to make your changes manually

# Questions?

# What's new?

## TeamWorks HCM 9.2 Upgrade

**Barbara Rosenke-Sweeney**

SAO Chief Information Officer

# Why are we upgrading?

- ✓ **Simple and intuitive design**
- ✓ **Additional functionality**
- ✓ **Additional reporting tools**
- ✓ **Improved technical support**

# What's New: 9.2 Upgrade

**Employee Self-Service**  
**Manager Self-Service**  
**Workforce Administration**  
**ePerformance**  
**Absence Management**  
**Time and Labor**  
**Overview**  
**Training Resources**



# What's New: Employee Self-Service

- ✓ **New look and feel**
  - Menu at the top
- ✓ **New Home page**
  - View Paycheck link
  - Leave balances
- ✓ **Personal Information Summary**

TeamWorks HR92UAT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Personalize Content | Layout | ? Help

**Self Service Quick Links**

- Personal Information Summary**  
Review a summary of your personal information.
- View Paycheck**  
Review current and prior paychecks.

**Employee Leave Summary**

**Absence Balances**

Absence	Duration
Sick Leave Earned	124.00 Hours
Annual Leave Earned	84.00 Hours
Education Support LV Earned	8.00 Hours

[Details](#)

**News and Announcements**

**Regular Maintenance Monthly:** Monthly maintenance for TeamWorks Financials and Team Georgia Marketplace™ is scheduled for every third Sunday of the calendar month. The application will not be available for 1 hour between 7.00 AM to 8.00 AM.

**Weekly:** The system will shut down every Monday between 5.00 AM and 5.30 AM for routine maintenance.

**QUESTIONS: SAO CSC HCM**  
404-657-3956  
888-896-7771  
[HCM@sao.ga.gov](mailto:HCM@sao.ga.gov)

**QUESTIONS: SAO CSC Security**  
404-657-3956  
888-896-7771  
[SAO\\_PS\\_Access@sao.ga.gov](mailto:SAO_PS_Access@sao.ga.gov)

**QUESTIONS: Human Resources Administration (HRA)**  
Phone: 404-656-2705  
[hra@dcaas.ga.gov](mailto:hra@dcaas.ga.gov)

**HCM News:** Sign Up for HCM News [Here](#).

# What's New: Manager Self-Service

- ✓ **\*New\* Manager Dashboard**
- ✓ **Alerts**
- ✓ **Approvals**
- ✓ **Direct reports**
- ✓ **Quick Links - Add Delegation**

The screenshot displays the Manager Self-Service Manager Dashboard. The breadcrumb trail at the top reads: Favorites > Main Menu > Manager Self Service > Manager Dashboard. The user is identified as HR92UAT. The dashboard is divided into several sections:

- Alerts:** Shows two alerts: "John McGaha's Birthday is on 09/30" and "Martha Varn's Birthday is on 10/05".
- Pending Approvals:** A table with columns: Approval, Name, Effective Date, and Approval Receipt Date.

Approval	Name	Effective Date	Approval Receipt Date
Absence	Renee Cox	N/A	09/22/2016
Absence	Renee Cox	N/A	09/22/2016
- Direct Line Reports:** A table with columns: Name, Job Title, and Position in Salary Range.

Name	Job Title	Position in Salary Range
John McGaha	Sr. Mgr. Info Technology	[Progress Bar]
Martha Varn	Sr. Mgr. Info Technology	[Progress Bar]
- Quick Links:** Includes a link for "Manage Delegation".

# What's New: Workforce Administration

## \*New\* Termination Checklist

- Payroll, Property equipment, ePerformance docs, etc.
- New Query

The screenshot displays the 'Person Assignment Checklist' for Employee Jane (Empl ID 007). The interface includes a navigation menu at the top with options like 'Home', 'Worklist', and 'MultiChannel Console'. The main content area shows the checklist details, including the checklist date (09/19/2016) and the checklist type (Employee Termination). Below this is a table of checklist items.

*Sequence	*Checklist Item Code	Description	*Briefing Status	*Status Date	Link ID
1	XI0001	Determine Action Reason	Initiated	09/19/2016	
2	XI0002	Send Reminder to Managers	Initiated	09/19/2016	
3	XI0003	Manage Leave Balances	Initiated	09/19/2016	
4	XI0004	Retrieve State Property	Initiated	09/19/2016	
5	XI0005	Update Manager's Reports To	Initiated	09/19/2016	Position Data
6	XI0006	Manage Performance Documents	Initiated	09/19/2016	Transfer Open Performance Docs
7	XI0007	Close Personnel File	Initiated	09/19/2016	
8	XI0008	Provide Final Payout Info	Initiated	09/19/2016	
9	XI0009	Notify or Terminate LTD/STD	Initiated	09/19/2016	
10	XI0010	Delete TermWorks Security Req	Initiated	09/19/2016	
11	XI0011	Notification to Disable P-Card	Initiated	09/19/2016	

# What's New: ePerformance

- New look and feel
- Performance process pane
- Unlimited text!
- Save button at the top
- Auto-Save!

The screenshot displays the 'Define Criteria - Update' screen for an Annual Performance Review. The interface includes a navigation pane on the left with 'Steps and Tasks' such as 'Annual Performance Review', 'Define Criteria', 'Complete Self Evaluation', and 'Review Manager Evaluation'. The main content area shows a 'Performance Process' section with a 'Save' button and a 'Return to Current Documents' link. Below this, there is a 'Define Criteria - Update' section with a 'Print' and 'Notify' button. The 'Define Criteria' section includes a 'Job Title' (Financial Analyst 2), 'Document Type' (Annual Performance Review), 'Template' (Annual Performance Review), and 'Status' (In Progress). It also displays 'Manager' information: 'Period' (01/01/2016 - 12/31/2016), 'Document ID' (1070192), and 'Due Date' (07/04/2016). Instructions for adding performance criteria are provided, followed by a list of competencies: 'Section 1 - Core/Individual Competencies' including 'Customer Service', 'Teamwork and Cooperation', 'Results Orientation', and 'Accountability'.

# What's New: Absence Management

- ✓ Forecast button activated
- ✓ GA/FLSA COMP time must be taken before Annual Leave



Prosecuting Attorneys



Admin. Office of the Courts



Oconee Fall Line Tech College



# What's New: Time and Labor

## ✓ New tabs

- Status, Summary, Absence, Exceptions, Payable Time, and COMP

## ✓ Absence requests

## ✓ GA/FLSA COMP

## ✓ Managers approve *Reported Time*



Georgia Department  
of Human Services



Dept of  
Community  
Supervision



# Overview of TeamWorks Upgrade

- ✓ Employee Self Service
- ✓ Manager Self Service

# Employee Self Service

- ✓ Menu at the top
- ✓ Quick Links
- ✓ Leave Summary
- ✓ News and Announcements

The screenshot shows the Employee Self Service portal. At the top, there is a navigation bar with 'TeamWorks' and 'HR92UAT'. A red box highlights the 'Main Menu' dropdown in the top navigation bar, with a red arrow pointing to it. Below the navigation bar, there are three main sections: 'Self Service Quick Links', 'Employee Leave Summary', and 'News and Announcements'. The 'Self Service Quick Links' section contains two links: 'Personal Information Summary' and 'View Paycheck'. The 'Employee Leave Summary' section contains a table titled 'Absence Balances' with columns for 'Absence' and 'Duration'. The 'News and Announcements' section contains several items, including 'Regular Maintenance', 'Weekly' system shutdown information, and contact information for 'SAO CSC HCM', 'SAO CSC Security', and 'Human Resources Administration (HRA)'. A red box highlights the 'Main Menu' dropdown, and a text box with the text 'No Left Menu! Menu is now at the Top of Page' is overlaid on the right side of the page.

TeamWorks HR92UAT

Home | Worklist | MultiChannel Console

Personalize C

**Self Service Quick Links**

- Personal Information Summary  
Review a summary of your personal information.
- View Paycheck  
Review current and prior paychecks.

**Employee Leave Summary**

**Absence Balances**

Absence	Duration
Sick Leave Earned	124.00 Hours
Annual Leave Earned	84.00 Hours
Education Support LV Earned	8.00 Hours

Details

**News and Announcements**

**Regular Maintenance**  
Georgia Marketplace application will not be

**Weekly:** The system will shut down every Monday between 5:00 AM and 5:30 AM for routine maintenance.

**QUESTIONS: SAO CSC HCM**  
404-857-3956  
888-896-7771  
[HCM@sa0.ga.gov](mailto:HCM@sa0.ga.gov)

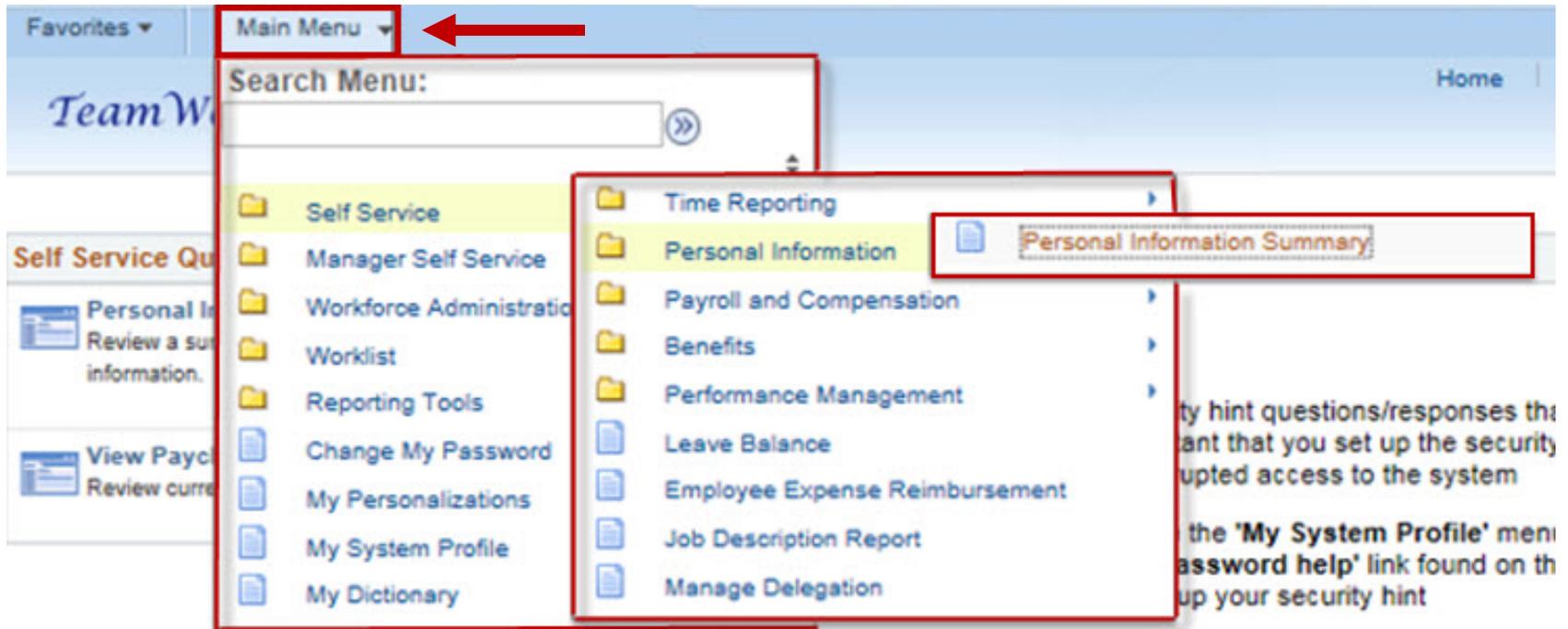
**QUESTIONS: SAO CSC Security**  
404-857-3956  
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[SAO\\_PS\\_Access@sa0.ga.gov](mailto:SAO_PS_Access@sa0.ga.gov)

**QUESTIONS: Human Resources Administration (HRA)**  
Phone: 404-856-2705  
[hra@doas.ga.gov](mailto:hra@doas.ga.gov)

HCM News: Sign Up for HCM News [Here](#).

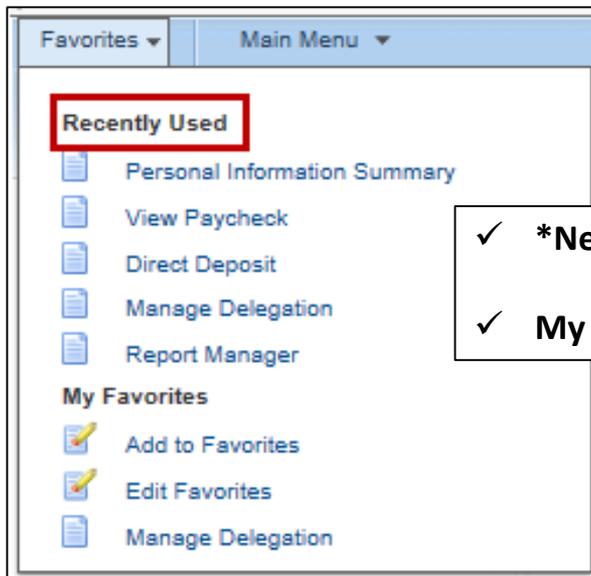
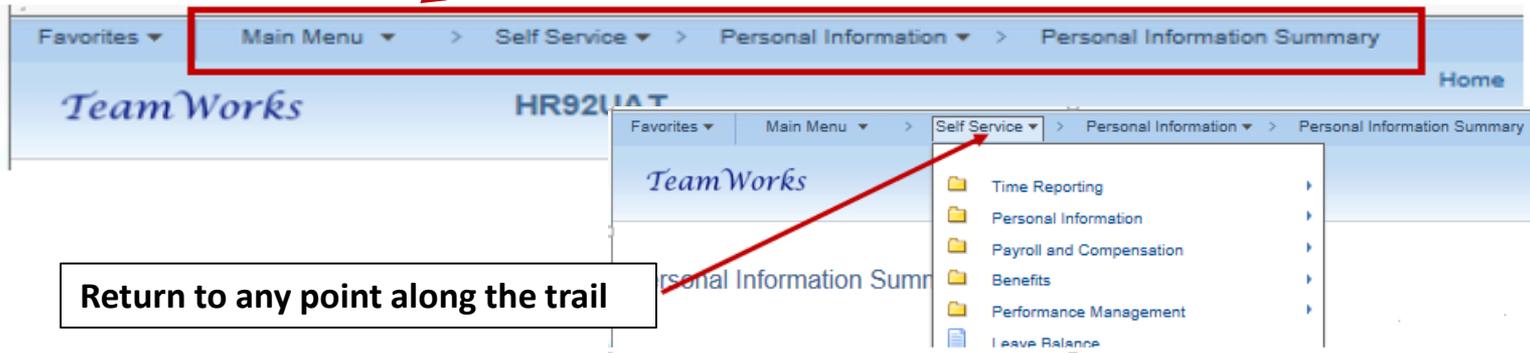
**No Left Menu!**  
Menu is now at the Top of Page

# Cascading Menus



# New Menu Features

**“Breadcrumbs”**



- ✓ **\*New\* Recently Used**
- ✓ **My Favorites still exist for quick navigation**

# Manager Dashboard

## Alerts

- Birthdays
- Service anniversaries
- ePerformance reviews

## Pending Approvals

- Absence Management
- ePerformance
- T&L Reported time
- T&L Payable time

## Direct Reports

- Job details
- Contact information
- Compensation
- ePerformance

## Quick Links

- Add Delegation

TeamWorks HR82UAT

Manager Dashboard

Alerts

- John McOsha's Birthday is on 09/30
- Martha Varn's Birthday is on 10/05

View All

Pending Approvals

Approval	Name	Effective Date	Approval Receipt Date
Absence	Renee Cox	N/A	09/22/2016
Absence	Renee Cox	N/A	09/22/2016

Direct Line Reports

Name	Job Title	Position in Salary Range
John McOsha	Sr. Mgr. Info Technology	<div style="width: 100%;"></div>
Martha Varn	Sr. Mgr. Info Technology	<div style="width: 100%;"></div>

Quick Links

- Manage Delegation

View My Organization

# Managers: View My Organization

- ✓ Reporting Structure
- ✓ Job Details
- ✓ Contact Information
- ✓ Compensation
- ✓ Performance (ePerformance)



The screenshot displays a web interface titled "My Organization". At the top right, there are links for "Personalize" and "Find". Below this is a navigation bar with tabs for "Summary", "Job Details", "Contact", "Career Plan", "Compensation", "Performance", and "Time". The main content area is a table with three columns: "Name", "Job Title", and "Position Range". Each row represents an employee and includes a small expandable icon (a plus sign in a square) to the left of the name. The "Position Range" column contains a green bar with a white slider, indicating a range of positions.

Name	Job Title	Position Range
John McGaha	Sr. Mgr, Info Technology	
Martha Varn	Sr. Mgr, Info Technology	
Melody Richards	IT Program Director	
David Fields	Sr. Mgr, Info Technology	
Leon Millette		
Perry James	Sr. Mgr, Info Technology	
Amber Hall	Project Manager 3	
Kimberly Williams-Miller	IT Business Analyst 3	
Stephanie Starks	Systems Analyst 2	
Terri Houston	Project Manager 3	

# Managers: Talent Summary

- ✓ Job Information
- ✓ Service Information
- ✓ ePerformance Information
- ✓ ePerformance History
- ✓ Base Salary History
- ✓ Current Salary
- ✓ Career History

The screenshot displays the 'Talent Summary' page for an employee in the TeamWorks system. The page is organized into several sections:

- Job Information:** Job Title (IT Enterprise), Job Code (ITP1), Address, Work Phone, Location (30334 Fulton Atlanta), Building, Email (@sao.ga.gov), Full/Part Time (Full-Time), and Employee ID (0000).
- HR Status:** Active, Org Relationship (Employee), Talent Category, Last Start Date (03/09/20), Years of Service (4), Date in Current Job (01/01/20), Years in Current Job (0.7), Last Performance Period (Jul 20 to Jun 20), Potential Rating, and Last Performance Rating (Successful Performer).
- Performance History:** A table showing performance ratings for various periods.
- Base Salary History:** A line graph showing salary increases from 2003 to 2008.
- Career History:** A table showing job titles, codes, and dates.
- Current Salary:** A section for the current annual base salary, pay frequency, and compa ratio.

Period	Job Title	Rating	Manager
Jul 2013	PS: Business Analyst (AL)	Successful Performer	
Jun 2012	PS: Business Analyst (AL)	Successful Performer	

Job Title	Job Code	Start Date	End Date
IT Enterprise	ITP1	01/01/2018	
PS: Business	811	04/05/2015	12/31/2015
PS: Business	813	03/09/2012	04/04/2013

# Termination Checklist

✓ Select employee

✓ Select checklist

✓ Assign to HR Admin

The screenshot displays the 'Person Assignment Checklist' form in the TeamWorks HR92UAT system. The form includes fields for Employee, Empl ID, Empl Record, Checklist Date (09/23/2016), Responsible ID, and Comment. Below these is a table for 'Employee Checklist Items' with columns for Sequence, Checklist Item Code, and Description. A 'Look Up Checklist' dialog box is open, showing search criteria: Checklist Code (begins with DX), Description (begins with), and Checklist Type (=). The dialog also features 'Look Up', 'Clear', and 'Cancel' buttons, and a 'Basic Lookup' link. The search results table shows one entry: Checklist Code DXL001, Description Employee Termination Terminate, and Checklist Type.

Sequence	Checklist Item Code	Description
1		

Checklist Code	Description	Checklist Type
DXL001	Employee Termination Terminate	

# Termination Checklist

Favorites ▾ Main Menu ▾ Reporting Tools ▾ Query ▾ Query Viewer

TeamWorks HR92UAT

Query Viewer

Enter any information you have and click Search. Leave fields blank

\*Search By  begins with

[Advanced Search](#)

My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
00_HR_OPEN_EE_CHECKLISTS	Open Employee Checklists	Public		HTML	Excel	XML	Schedule	Lookup References	

**\*New\* query**

✓ **Quick access to open checklist items**

✓ **Drill down to Checklist Detail Query**

## 00\_HR\_OPEN\_EE\_CHECKLISTS- Open Employee Checklists

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First 1-2 of 2 Last

	ID	Empl Record	Name	Descr	Checklist	Checklist	Comment	Chklist Dt	Resp ID	Review Details
1	0073	1	Jane	Employee Termination	Termination	DXL001		09/19/2016	01038852	<a href="#">Review Details</a>
2	0104	0	Megan	Employee Termination	Termination	DXL001		09/23/2016	01038852	<a href="#">Review Details</a>

# Overview: Termination Checklist

TeamWorks HR92UAT

Person Assignment Checklist

Jane Berry Employee

Employee Checklist

\*Checklist Date: 09/19/2016

Responsible ID: 01038852

Comment:

*Sequence	*Checklist Item Code	Description	*Briefing Status	*Status Date	Link ID
1	100	XI0001 Determine Action Reason	Initiated	09/19/2016	
2	200	XI0002 Send Reminder to Managers	Initiated	09/19/2016	
3	300	XI0003 Manage Leave Balances	Initiated	09/19/2016	
4	400	XI0004 Retrieve State Property	Initiated	09/19/2016	
5	500	XI0005 Update Manager's Reports To	Initiated	09/19/2016	Position Data
6	600	XI0006 Manage Performance Documents	Initiated	09/19/2016	Transfer Open Performance Docs
7	700	XI0007 Close Personnel File	Initiated	09/19/2016	
8	800	XI0008 Provide Final Payout Info	Initiated	09/19/2016	
9	900	XI0009 Notify or Terminate LTD/STD	Initiated	09/19/2016	
10	1000	XI0010 Delete TeamWorks Security Req	Initiated	09/19/2016	
11	1100	XI0011 Notification to Disable P-Card	Initiated	09/19/2016	

Update status

Link to TeamWorks page

# ePerformance Overview

**Tonia Nelson**

**DOAS HRA Business Analyst**

# ePerformance – New Look

## Before



## After

TeamWorks HCM Production

Menu

Search:

- My Favorites
- State of Georgia
- Self Service
- Manager Self Service
- Agency Security
- Workforce Administration
- Benefits
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Workforce Development
- Profile Management
- Performance Management
  - Performance Documents
  - Administrative Tasks
  - Create Documents
  - View Documents**
- Development Documents
- Business Objectives
- Reports
  - View Document
  - Creation Results
  - Approve Documents
  - HR Admin Doc Status Report
  - ePerformance Mgr Override Rpt
  - HR Admin Review Rating Report
  - Mass Approval
  - Calculation

**View Performance Documents**

**Document Details**

PS: Hum Res Specialist (AL)  
Annual Performance Review: 07/01/2014 - 06/30/2015

**Performance Document Details**

<b>Employee:</b>		<b>Job Title:</b>	PS: Hum Res Specialist (AL)
<b>Document Type:</b>	Annual Performance Review	<b>Period:</b>	07/01/2014 - 06/30/2015
<b>Template:</b>	Annual Performance Review	<b>Document ID:</b>	919579
<b>Manager:</b>		<b>Status:</b>	Completed

**Document Progress**

Step	Status	Due Date	Action	Next Action
Establish Evaluation Criteria	Completed	01/01/2015	<a href="#">View</a>	
Review Self Evaluation	Completed	07/31/2015	<a href="#">View</a>	
Review Manager Evaluation	Completed	07/31/2015	<a href="#">View</a>	

[Return to Select Documents](#)

TeamWorks HR92TST2

Favorites Main Menu Self Service Performance Management My Performance Documents Current Documents

Home Worklist Add to Favorites Sign out

**Performance Process**

**Steps and Tasks**

Annual Performance Review 01/01/2016 - 12/31/2016 [Overview](#)

- Define Criteria
  - Due Date: 07/04/2016
  - Update**
- Complete Self Evaluation
  - Due Date: 01/31/2017
  - Update and Complete
- Review Manager Evaluation
  - Due Date: 01/31/2017
  - Review with Manager
  - Acknowledge
  - View

**Annual Performance Review** [Return to Current Documents](#) [Save](#)

**Define Criteria - Update** [Print](#) [Notify](#)



**Job Title:** Financial Analyst 2 **Manager:**

**Document Type:** Annual Performance Review **Period:** 01/01/2016 - 12/31/2016

**Template:** Annual Performance Review **Document ID:** 1070192

**Status:** In Progress **Due Date:** 07/04/2016

1. Add the performance criteria (goals and/or responsibilities) that you plan to accomplish during the performance period.
2. Once you have completed this step select the notify button to email your manager.

[Expand All](#) | [Collapse All](#)

**Section 1 - Core/Individual Competencies**

Core/Individual Competencies will be evaluated by: Employee, Manager

- [Expand](#) | [Collapse](#) | [Add Item](#)
- Customer Service**
- Teamwork and Cooperation**
- Results Orientation**
- Accountability**
- Judgement and Decision Making**

# ePerformance – New Features

- ✓ Save at the top
- ✓ AutoSave!

The screenshot displays the 'TeamWorks' interface for user 'HR92TST2'. The breadcrumb trail is: Favorites > Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents. The page title is 'Annual Performance Review' and the sub-header is 'Self-Evaluation - Update and Complete'. A red arrow points to a 'Save' button in the top right corner. The left sidebar shows 'Steps and Tasks' with 'Update and Complete' selected. The main content area includes a user profile, job details (Job Title: Mgr 2, Human Resources; Manager: Mgr 2, Human Resources; Period: 07/01/2016 - 06/30/2017; Document ID: 1070098; Due Date: 07/31/2017), and a section for 'Section 1 - Core/Individual Competencies'. Under 'Customer Service', there is a description and a 'Critical: Yes' checkbox. Below this is an 'Employee Rating' dropdown set to '0.00' and a large 'Employee Comments' text area highlighted with a red box and pointed to by a red arrow from a callout box.

✓ Unlimited text

# Absence Management

# Overview: Absence Management

- Must take Comp Time before requesting Annual Leave
- Forecasting
- Request Absence from the Time Sheet

TeamWorks HR92UAT

Request Absence

**Instructions**  
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

**Absence Detail**

\* Start Date: 09/22/2016  
End Date: 09/22/2016  
Filter by Type: Sick Leave  
\* Absence Name: Sick Leave Taken  
\* Reason: Immediate Family Illness/Accid  
Partial Days: Full Day  
Duration: 8.00 Hours  
View Monthly Schedule  
Current Balance: 124.00 Hours  
Calculate End Date or Duration  
Go To: View Absence Request History, View Absence Balances  
Submit, Save for Later  
\* Required Field  
\*\*Disclaimer: The current balance does not reflect absences that have not been processed.

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
<input type="checkbox"/>	09/23/2016	09/23/2016	Annual Leave Take	Annual Leave	8.00 Hours	Details	New	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	Edit	Delete	

# Overview: Elapsed Time Sheet

## Elapsed Time

- ✓ Hours Worked
- ✓ Associated Time Reporting Code (TRC)
- ✓ Save for Later

## Tabs Below

- ✓ Reported Time Status
- ✓ Summary
- ✓ Compensatory Time
- ✓ Absence
- ✓ Exceptions
- ✓ Payable Time

TeamWorks HR92TST2

Home | Worklist | MultiChannel Console | Add to

Timesheet

Employee ID  
Empl Record 0  
Earliest Change Date 09/24/2016

Actions

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period

\*Date 09/17/2016

Reported Hours 0.00 Print Timesheet

From Saturday 09/17/2016 to Friday 09/23/2016

Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Total Time Reporting Code

Save for Later Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Status Personalize | Find | 1 of 1

Date	Total TRC	Description
	0.000000	

Return to Select Employee

Request Absence

Approve Absence

Manager Self Service

Time Management

# Overview: Punch Time Sheet

## Punched Time

- ✓ Based on time in and out
- ✓ Associated Time Reporting Code (TRC)
- ✓ Save for later

## New Tabs

- ✓ Reported time status
- ✓ Summary
- ✓ Absence
- ✓ Exceptions
- ✓ Payable time
- ✓ Compensatory time (Not shown)

Timesheet

Employee ID 3771  
Empl Record 0  
Earliest Change Date 08/02/2015

TS: Help Desk Spec (AL)

Actions ▾

Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period

\*Date 09/11/2016 [B] [R] [C]

Reported Hours 0.00 Print Timesheet

From 09/11/2016 to 09/17/2016 ?

Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup
Sun	9/11	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	SOGALL-CC
Mon	9/12	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	SOGALL-CC
Tue	9/13	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	SOGALL-CC
Wed	9/14	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	SOGALL-CC
Thu	9/15	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	SOGALL-CC
Fri	9/16	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	SOGALL-CC
Sat	9/17	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	SOGALL-CC

Save for Later Submit Clear

Summary Absence Exceptions Payable Time

Reported Time Summary Personalize Find 1-4 of 4

Category	Total	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14	Thu 9/15	Fri 9/16	Sat 9/17
Total Reported Hours								
No category Displayed								
Total Scheduled Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Schedule Deviation	40.00		8.00	8.00	8.00	8.00	8.00	

# Overview: Time Sheet Tabs

## Reported Time Status tab

<b>Reported Time Status</b>	Summary	Leave / Compensatory Time	Absence	Exceptions	Payable Time
<b>Reported Time Status</b>					Personalize   Find     1-4 of 4
Date	Reported Status	Total	TRC	Description	
09/19/2016	Saved	8.00	REG	Regular Earnings	
09/20/2016	Saved	8.00	REG	Regular Earnings	
09/21/2016	Saved	8.00	GCT	Georgia Comp Time Taken	
09/22/2016	Saved	6.00	TEL	Telework	

## Summary

Reported Time Status	<b>Summary</b>	Leave / Compensatory Time	Absence	Exceptions	Payable Time			
<b>Reported Time Summary</b>					Personalize   Find     1-4 of 4			
Category	Total	Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23
Total Reported Hours	30.00			8.00	8.00	8.00	6.00	
No category Displayed	30.00			8.00	8.00	8.00	6.00	
Total Scheduled Hours	40.00			8.00	8.00	8.00	8.00	8.00
Schedule Deviation	-10.00						-2.00	-8.00

## Leave / Compensation tab

Reported Time Status	Summary	<b>Leave / Compensatory Time</b>	Absence	Exceptions	Payable Time
<b>Leave and Compensatory Time Balances</b>					Personalize   Find     1 of 1
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	GACOMP	1.20	0	240	

# Overview: Time Sheet Tabs

## Absence tab

Reported Time Status | Summary | Leave / Compensatory Time | **Absence** | Exceptions | Payable Time

Absence Events ? Personalize | 21

Absence Take (177)

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Edit

Add Absence Event

## Exceptions

Reported Time Status | Summary | Leave / Compensatory Time | Absence | **Exceptions** | Payable Time

Exceptions ? Personalize | Find | 21 | 1 of 1

Date	Exception ID	Exception Source	Status	Exception Severity

## Payable Time

Reported Time Status | Summary | Leave / Compensatory Time | Absence | Exceptions | **Payable Time**

Payable Time Viewing Option

By TRC and Status  
 By TRC, Status and Day  
 Show In Detail

Payable Time ? Personalize | Find | 21 | 1 of 1

Date	TRC	Description	TRC Type	Payable Status	Quantity

# Training Resources

## ✓ **TeamWorks Online Training**

- Formerly *UPK's*
- Currently being updated
- Available post go-live ~ October 31, 2016

## ✓ **Recorded Webinars**

- Available: October 14, 2016

## ✓ **Train the Trainer**

- Time & Labor and Absence Management agencies only
- Notifications sent directly to those agencies

# What's Next?

## ✓ **Go-Live October 31, 2016**

### ✓ **HCM User Group Meetings**

- Weeks of October 24<sup>th</sup> and Nov 7<sup>th</sup>
- Invite HR Administrators AND ePerformance Administrators

# Questions?

[sao.ga.gov](http://sao.ga.gov) >

TeamWorks >

Human Capital Management >

HCM Upgrade FAQ's:

**Frequently Asked Questions**