



**DATE:** August 14, 2012  
**TO:** Chief Financial Officers  
**FROM:** Monique Simmons, Director of Shared Services *msf*  
**RE:** New TeamWorks Functionality - Employee Expense Reimbursement

As communicated in previous CFO meetings, SAO is committed to streamlining processes and improve efficiencies for the State of Georgia. We are continuing to move forward with the Working Capital Optimization project and are pleased to announce the launch of new self service functionality in TeamWorks HCM related to employee expense reimbursements (also called vendor sync). The go-live date for this new functionality is Wednesday, September 5, 2012.

### **What Is The New Functionality?**

The new TeamWorks HCM functionality will allow employees to have full control of their own personal and banking information related to employee expense reimbursements processed in TeamWorks Financials (accounts payable). This new functionality will save time and effort for your accounts payable team.

### **What Are the Benefits Of The New Functionality?**

Promoting this new employee self service functionality moves more employees to ACH, thus avoiding additional cost for the State. In addition to avoiding cost, it also reduces the possibility of fraud and encourages employees to verify and update both their banking and personal information (very similar to the current process for direct deposit of payroll). In addition, agencies will no longer be adding employee vendors in the vendor master file, and SAO will no longer update employee vendors. This new functionality provides a “one-stop shop” for employees to maintain both their direct deposit information for payroll and their employee expense reimbursement information for accounts payable.

### **Other Information**

#### **Go-Live**

The go-live date is Wednesday, September 5, 2012. On Thursday, August 30th, we will begin our conversion process. The conversion consists of syncing the employee information currently in the TeamWorks vendor master file from Financials to TeamWorks HCM. **From August 30th through September 5th there can be no employee vendor adds or updates.**

## **Employee Communication**

To outline and explain the new functionality we have attached a communication that we encourage you to share with relevant staff in your agency. To assist employees, we have developed an Employee Self Service Reimbursement job aid that can be accessed on the SAO website by using the following navigation Home » Systems » Financials » [Vendor Payment Management](#)

## **Questions?**

If you have questions about this new functionality, please contact the Vendor Management Group at [psvendor@sao.ga.gov](mailto:psvendor@sao.ga.gov) or 404-657-3956, option 8.