

# 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.



The screenshot shows the State Accounting Office website homepage. At the top left is the SAO logo and the text "State Accounting Office". To the right is a search bar with the text "Search within this site" and a magnifying glass icon. Below the header is a navigation menu with links for "Systems", "Reporting", "Policies", "Training", "Travel", "Tools", and "News". The "Training" link is highlighted with a yellow starburst and a mouse cursor. Below the navigation menu is a large image of a city skyline at night. To the right of the image is a "Quick Links" section with several links: "Employee Travel Expense Statement", "Travel Regulations and Forms", "2013 Fiscal Year Close Calendar", "Budgetary Compliance Report", "2012 Year-End Reporting Forms", "2012 SAO/OPB Combined Calendar", "ARRA Guidance", and "Comprehensive Annual Financial". Below the image is a "Latest News" section with a link to "New TeamWorks Functionality - Employee Expense Reimbursement Memo" dated August 29, 2012, and a "Read More" link.

# 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.



The screenshot shows the SAO Training homepage. At the top left is the State of Georgia seal. The main header is "State Accounting Office" with a search bar on the right. Below the header is a navigation menu with links for Systems, Reporting, Policies, Training, Travel, Tools, and News. The "Training" link is highlighted. The main content area is titled "Training" and contains a list of links: Accounting Training and CPE Links, TeamWorks Financials, TeamWorks HCM (highlighted with a mouse cursor), Salary and Travel Job Aids, Streamlined Banking, and Year-End Reporting Training. To the right of the main content is a "Stay Connected" section with an RSS feed icon. The page also includes links for Translate, About Us, Contact Us, and Site Map.

# Accessing TeamWorks Online Training

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

The screenshot displays the State Accounting Office website. At the top left is the State of Georgia seal. The main header reads "State Accounting Office" and includes a search bar. A navigation menu contains links for Systems, Reporting, Policies, Training, Travel, Tools, and News. The "Training" section is expanded, showing a list of training options: Accounting Training and CPE Links, TeamWorks Financials, TeamWorks HCM (highlighted), TeamWorks HCM Online Training, Salary and Travel Job Aids, Streamlined Banking, and Year-End Reporting Training. The "TeamWorks HCM Online Training" link is highlighted with a mouse cursor. The main content area shows the breadcrumb "Home » Training » TeamWorks HCM" and the heading "TeamWorks HCM". Below this, the link "TeamWorks HCM Online Training" is visible, with a mouse cursor hovering over it. A "Stay Connected" sidebar on the right features an RSS feed icon.

# Accessing TeamWorks Online Training

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



The screenshot shows the State Accounting Office website. The header includes the state seal, the text "State Accounting Office", and a search bar. A navigation menu contains "Systems", "Reporting", "Policies", "Training", "Travel", "Tools", and "News". The "Training" section is expanded, showing "Accounting Training and CPE Links", "TeamWorks Financials", "TeamWorks HCM" (selected), "TeamWorks HCM Online Training" (highlighted), "Salary and Travel Job Aids", "Streamlined Banking", and "Year-End Reporting Training". The main content area displays the breadcrumb "Home » Training » TeamWorks HCM » TeamWorks HCM Online Training", the title "TeamWorks HCM Online Training", and introductory text: "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." Two links are provided: "Taking TeamWorks HCM Online Training" and "TeamWorks HCM Online Training". A "Stay Connected" sidebar with an RSS icon is also visible.

# TeamWorks Online Training Technical Requirements

Before accessing TeamWorks Online Training verify your browser.

## **Verify you are using Internet Explorer version 6 or higher**

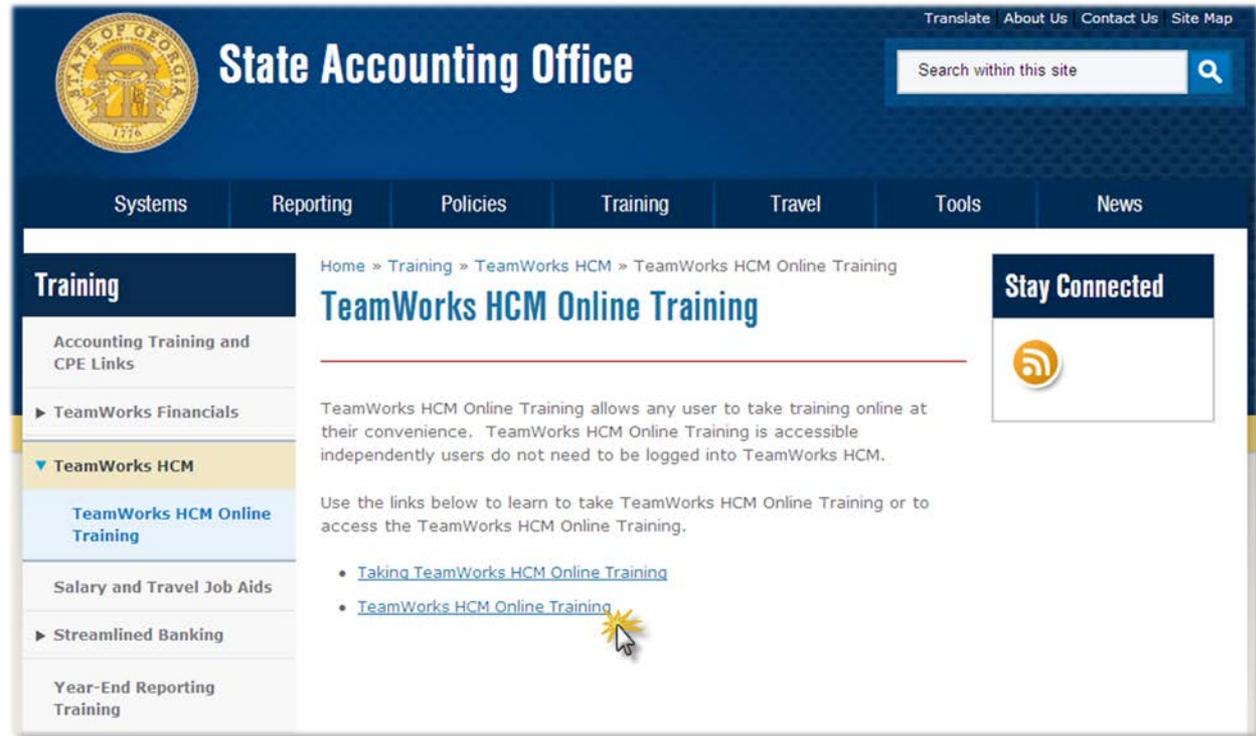
1. Open Internet Explorer
2. Click Help
3. Click About Internet Explorer



# 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 State Accounting Office website. The header includes the SAO logo, the text "State Accounting Office", and a search bar. The navigation menu contains links for Systems, Reporting, Policies, Training, Travel, Tools, and News. The main content area is titled "TeamWorks HCM Online Training" and includes a breadcrumb trail: Home » Training » TeamWorks HCM » TeamWorks HCM Online Training. The page text explains that users can take training online at their convenience without needing to be logged into TeamWorks HCM. A list of links is provided, with a mouse cursor pointing to the "TeamWorks HCM Online Training" link. A "Stay Connected" sidebar is also visible.

Translate | About Us | Contact Us | Site Map

Search within this site

Systems Reporting Policies Training Travel Tools News

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

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.

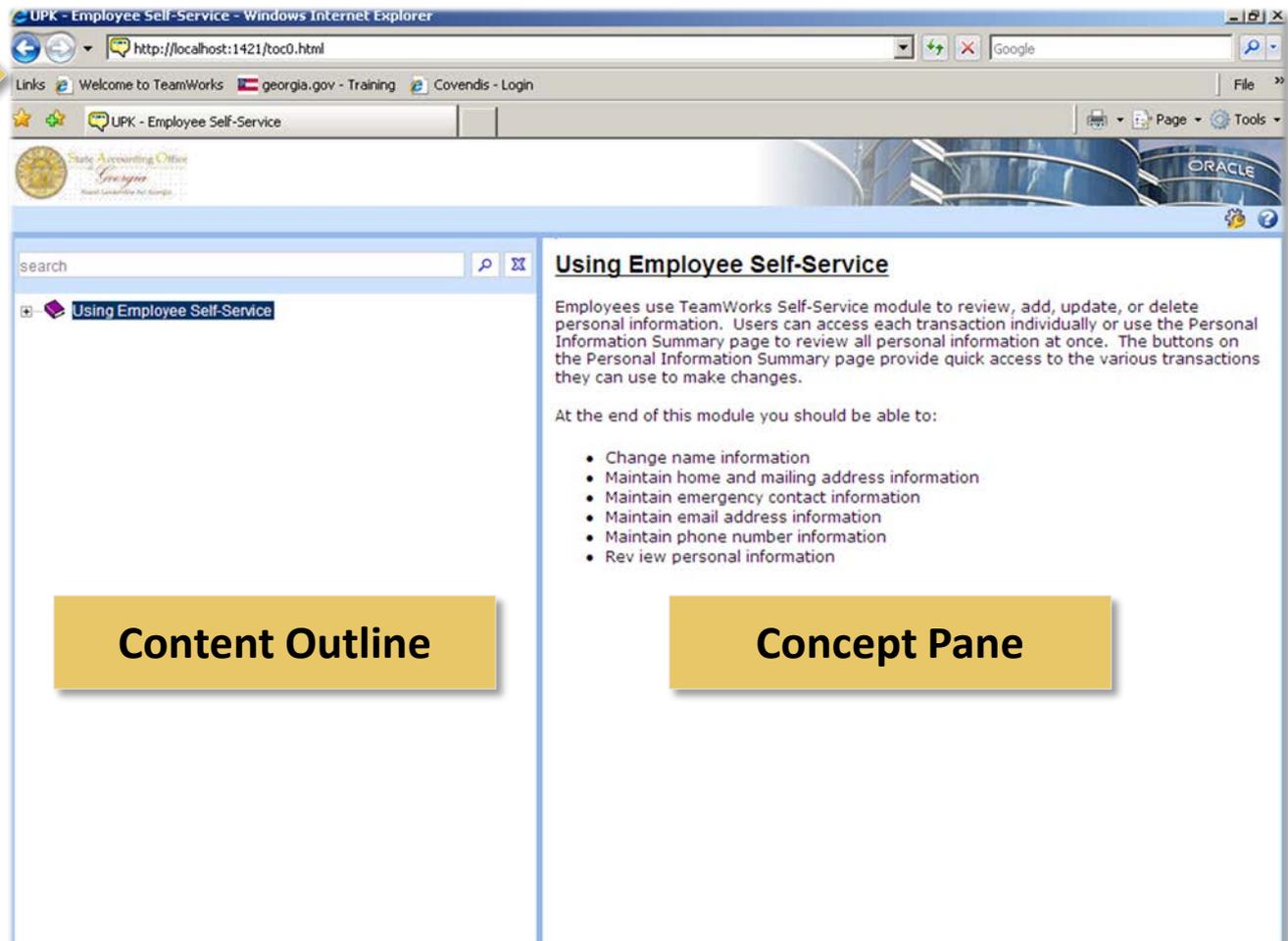
- [Taking TeamWorks HCM Online Training](#)
- [TeamWorks HCM Online Training](#)

Stay Connected

# The Training Content Homepage



**IE Browser**



UPK - Employee Self-Service - Windows Internet Explorer

http://localhost:1421/toc0.html

Links Welcome to TeamWorks georgia.gov - Training Covendis - Login

UPK - Employee Self-Service

State Accounting Office  
Georgia  
ORACLE

search

Using Employee Self-Service

### 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

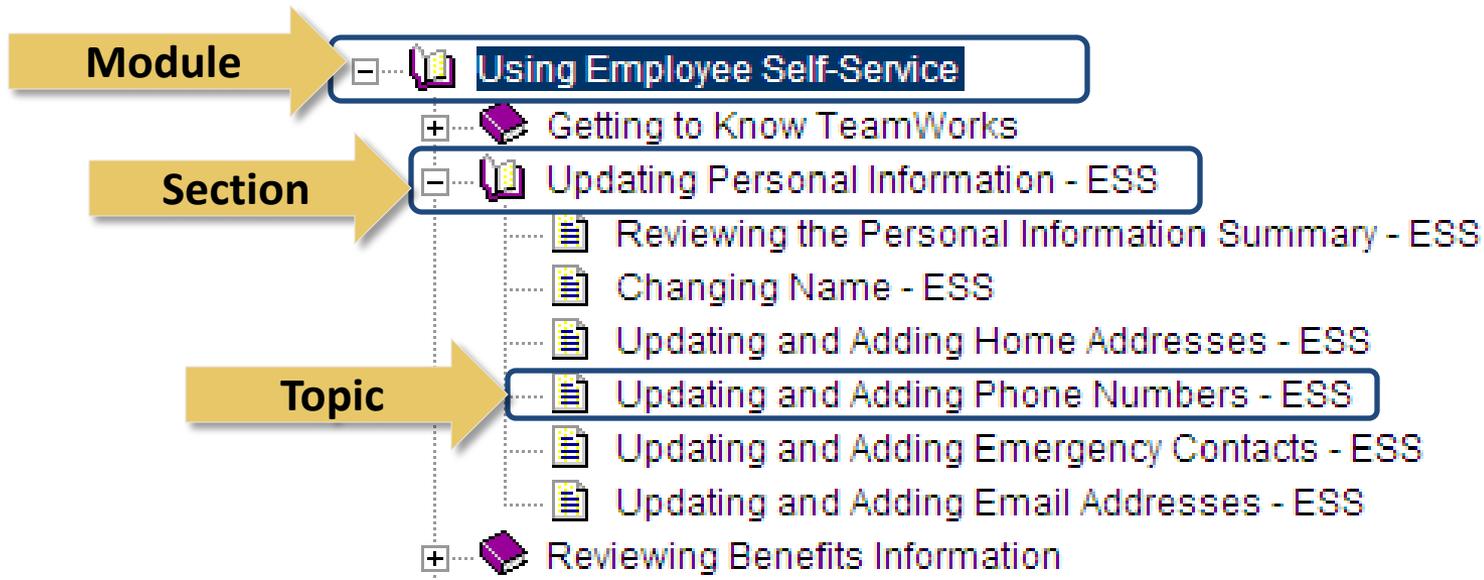
**Content Outline**

**Concept Pane**

The next few slides focus on the Content Outline.

# The Content Outline

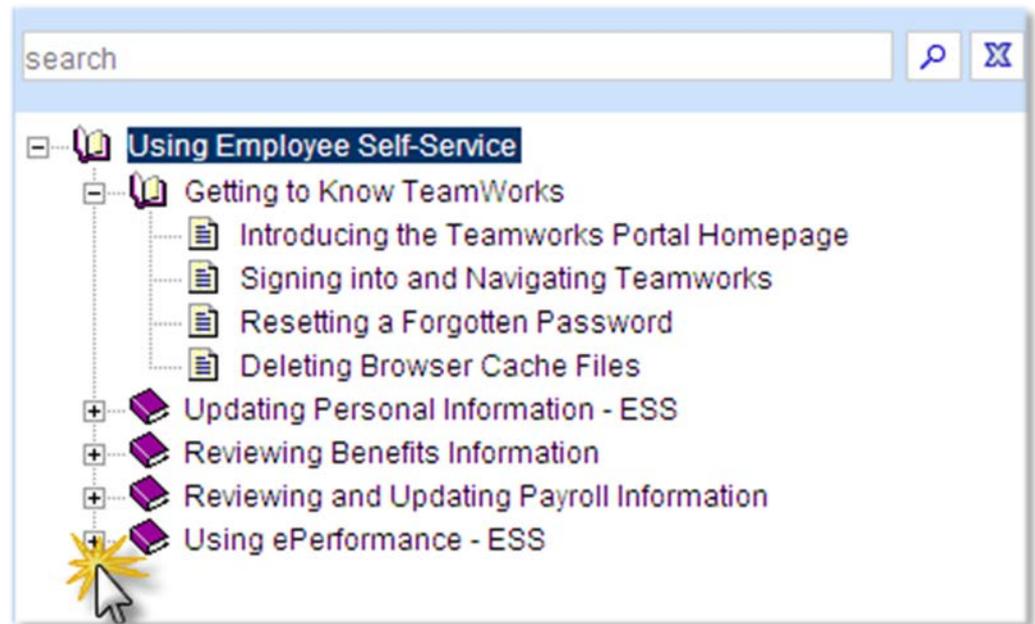
The TeamWorks Online Training player is organized into a folder hierarchy. The course outlines are structured as shown below:



# The Content Outline

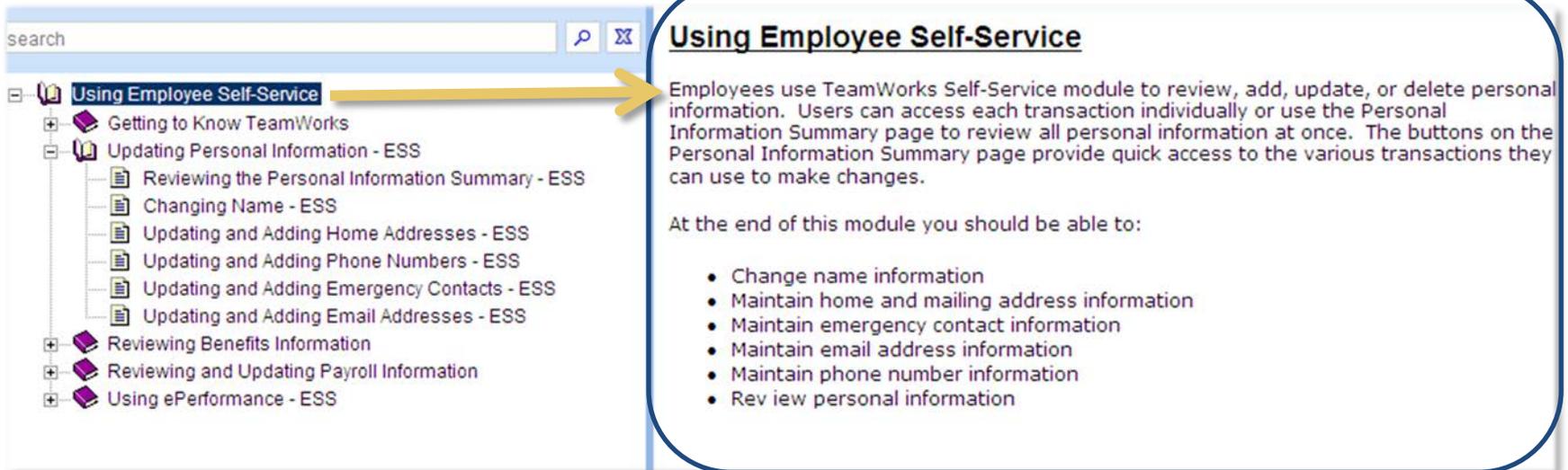
To expand the modules and sections, click the + next to the purple books   . This expands the content.

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.



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

## 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 software interface with a search bar at the top left. Below it is a navigation tree with the following items:

- 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

At the top right of the content area, there is a blue bar containing 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). A yellow arrow points to the "See It!" button.

The main content area displays the following text:

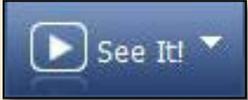
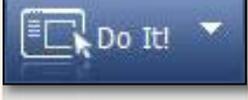
### Reviewing the Personal Information Summary - ESS

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:

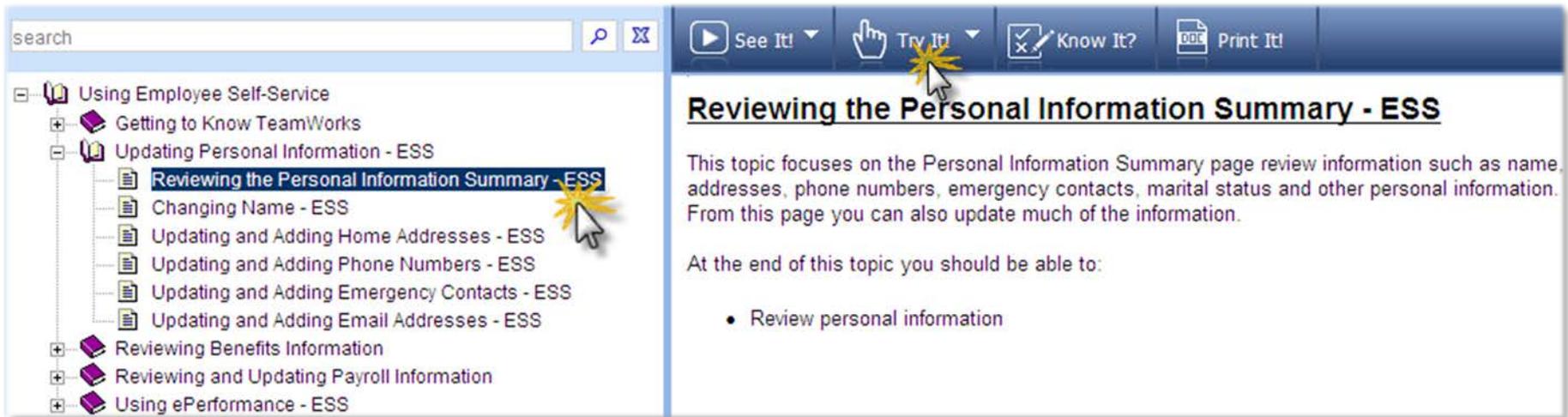
- Review personal information

# Playback Modes

Button	Description
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>

# 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.



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:

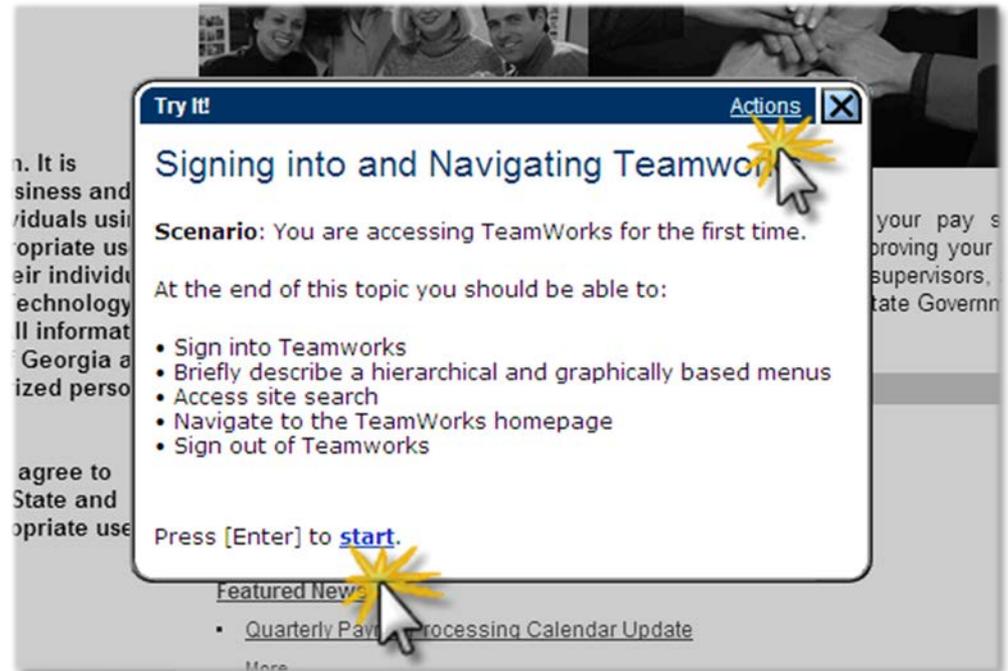
- Review personal information



Always take the training  
in order the first time.

# Navigating TeamWorks Online Training Simulation

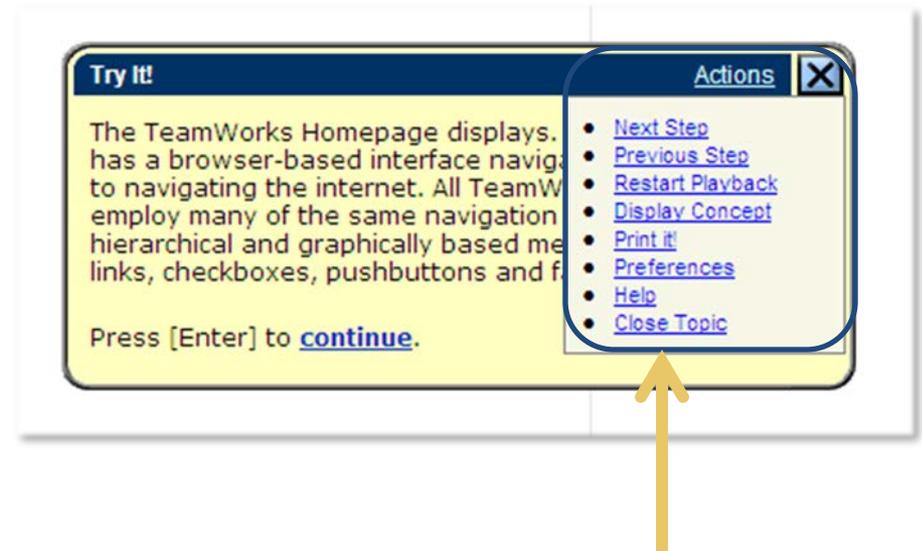
When the simulation player displays, it provides the user with an introduction bubble that includes a topic scenario, objectives and initial navigation if necessary. In this example, the user is playing the simulation in **Try It!** mode. This means the user has to read and follow the prompts to move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



# 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.

Personal Information  
Personal Information Summary

**TEAMWORKS MENU**

- My Help
- Quick Links
- SAO Support
- Self Service
- Manager Self Service
- Workforce Administration**
- Benefits
- Compensation
- Payroll for North America
- Global Payroll & Absence
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Set Up HRMS
- PeopleSoft
- My Content
- Content Management
- Portal Administration
- Worklist

**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.

EMPLOYEE LEA

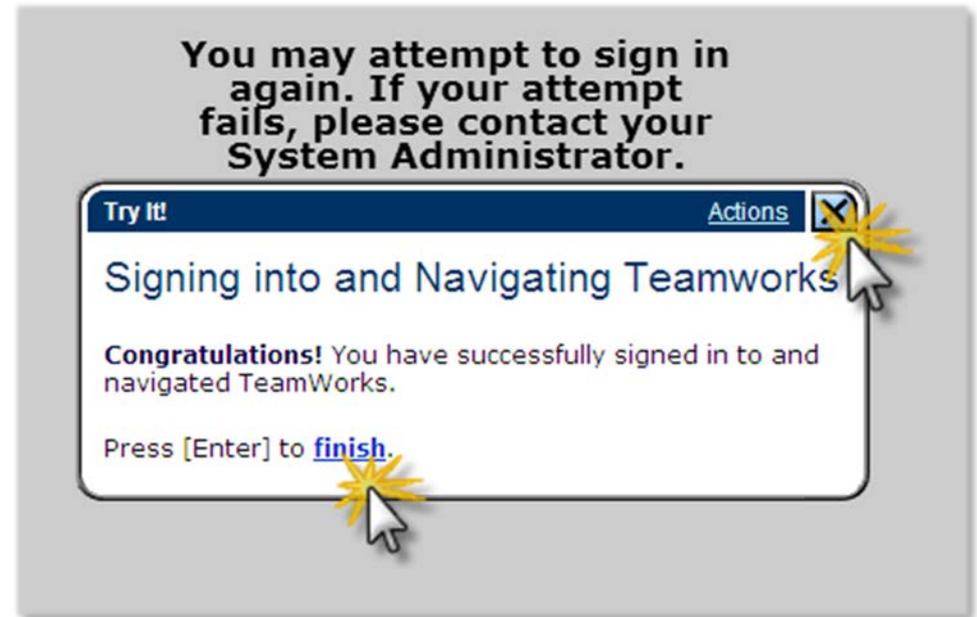
There is no information to display at this time. You are not currently accessing this information.

# 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](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

