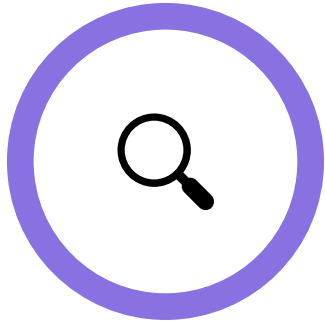




“Workin’ 9-5”: Time & Absence Management

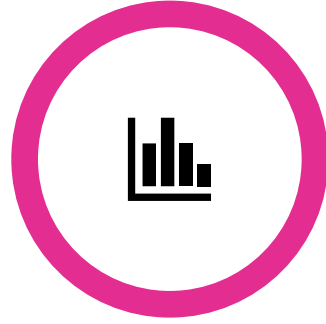
Fe'Loy Gibbs | HCM BA Manager | SAO

Things You Should Know



Focus

Agency Preview Sessions are not training. Today, you will see demos of the GA@WORK system and review new business processes.



Data

The data used in today's presentations and demonstrations is not real data. Data is scrambled.

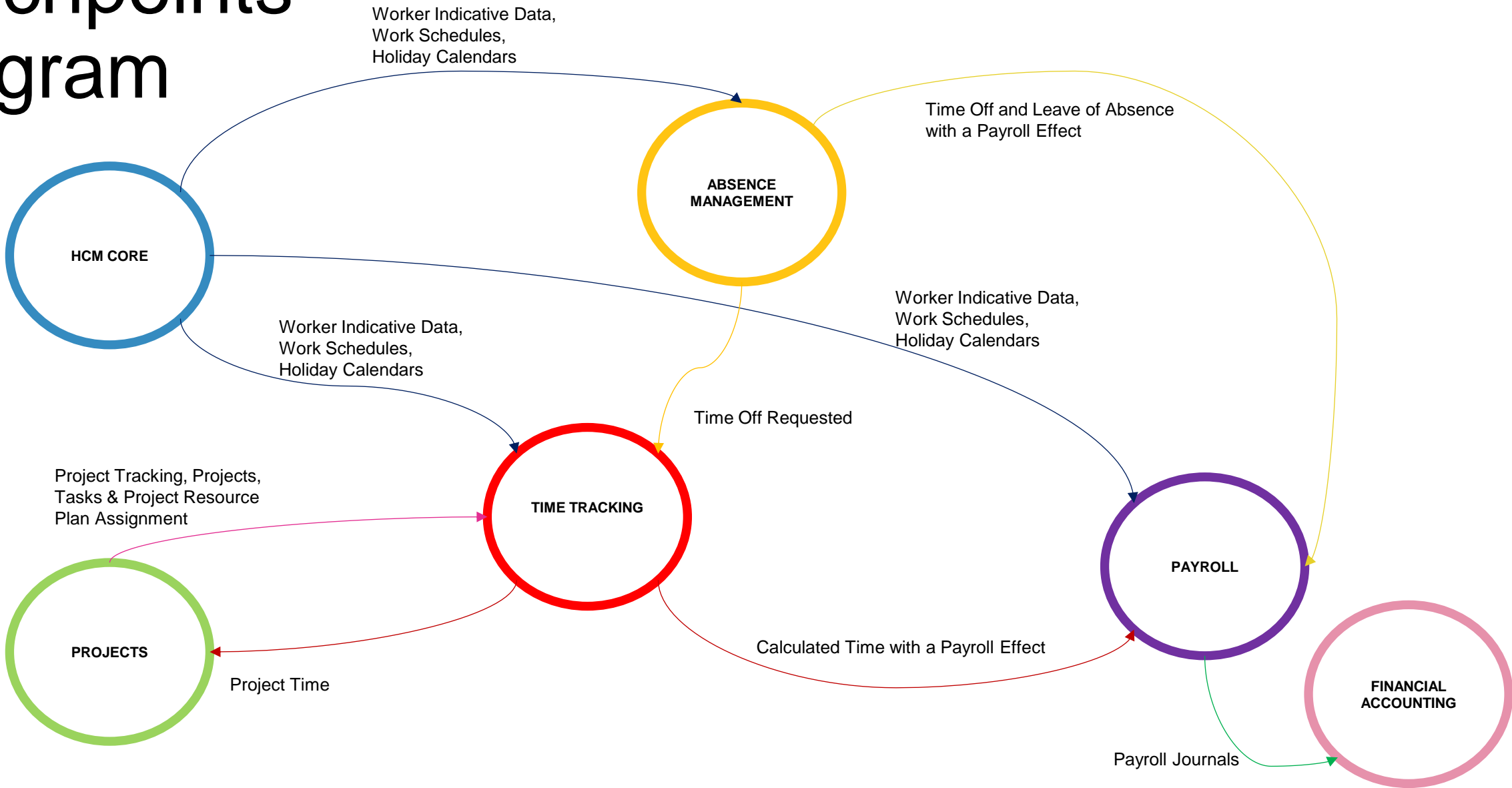


Feedback

Your feedback on what you see and learn today is crucial to the success of the GA@WORK system! To provide your feedback:

- Raise your hand
- Complete the survey questions at the end of this session
- Share your perspective in our testimonial booth!

Touchpoints Diagram



Key Changes

- Absences and worked time will be entered in two separate calendars; however, absences will be viewable on the time entry calendar:

- Absence Calendar



Absence

- Time Entry Calendar



Time

- Entries made by Managers, Timekeepers, and Time & Absence Partners, or HR Partners will automatically be approved



What's Changing

TeamWorks / Current Processes

Timesheet type is manually assigned at the worker level



GA@WORK / New Processes

The FLSA status will determine time entry calendar type.

- Exempt – Elapsed time entry calendar
- Nonexempt – Punch (In/Out) time entry calendar

What's Changing

TeamWorks / Current Processes

A workgroup is manually assigned based on:



- Agency
- Employee Type – Hourly or Salaried
- FLSA Status – Exempt or Nonexempt
- Standard Hours – 40 hours, Less than 40 Hours
- Comp Evaluation Period – Sat to Fri, Sun to Sat, Tue to Mon
- Days in Comp Evaluation Period – 7 days, 14 days, 18 days, 28 days
- Job Profile – Firefighter, Law Enforcement

GA@WORK / New Processes

Assigned work schedule will drive how time entries are calculated.

- There is no workgroup assignment, so assigning the correct schedule is very important when onboarding and changing jobs
- If no schedule is assigned, a default 7 Day, No Comp, Monday–Friday, 8 hours each day schedule will be assigned

Key Changes

In new system, there is no workgroup assignment, only a work schedule assignment

- Agency – No agency specific schedules, all schedules will be available to all agencies
- The following worker data is retrieved from the HCM Core module to determine appropriate comp calculations
 - Employee Type – Hourly or Salaried
 - FLSA Status – Exempt or Nonexempt
- The Time and Absence Partner will need to assign a work schedule based on:
 - Standard Hours – 40 hours, Less than 40 Hours
 - Comp Evaluation Period – Sat to Fri, Sun to Sat, Tue to Mon
 - Days in Comp Evaluation Period – 7, 14, 18, 28
 - Job Profile – Firefighter, Law Enforcement
 - Hours worked each day



Key Changes

13 Configured Work Schedule Calendar Groups

7 Day No Comp Schedules

7 Day Schedules

7 Day 4-10s Schedules

7 Day < 40 Schedules

7 Day FLSA Paid Schedules

7 Day Law Enforcement Schedules

7 Day Firefighter Schedules

14 Day No Comp Day Schedules

14 Day Schedules

14 Day Daybreaker Schedules

14 Day FLSA Paid Schedules

18 Day Schedules

28 Day Schedules



Assign Work Schedule

Description

- Initiators will pick from a list of pre-defined schedules to assign work schedule
- Work schedule controls:
 - Scheduled days/Off days
 - Hours scheduled in a day
 - Day breaker
 - Overtime calculation period and rules
- Work schedule also helps restrict days available for time off requests

Assign Work Schedule When...

- New Hire is onboarded
- Employee undergoes job change
- Employee switches primary jobs
- Employee needs to follow a new schedule



Work Schedule Examples

Work Schedule Group	Work Schedules
14 Day Daybreaker Schedules	14-Day-0930-Saturday-to-Friday-80-Hours-Off-Sat,Sun,W1-Fri
14 Day Schedules	14-Day-Saturday-to-Friday-80-Hours-Off-Sat,Sun,W1-Mon
14 Day FLSA Paid Schedules	14-Day-Sunday-to-Saturday-80-Hours-Paid-12-Hours-COSFP1
18 Day Schedules	18-Day-Tuesday-to-Friday-136-Hours
28 Day Schedules	28-Day-Tuesday-to-Monday-160-Hours-Group-A
7 Day Schedules	7-Day-Saturday-to-Friday-40-Hours-Off-Sat,Sun
7 Day < 40 Schedules	7-Day-Saturday-to-Friday-30-Hours-Off-Sat,Sun
7 Day 4-10s Schedules	7-Day-Monday-to-Sunday-40-Hours-Off-Sun,Sat,Fri
*** 7 Day No Comp Schedules	7-Day-No-Comp-Off-Sat,Sun

*** Default schedule if no schedule is assigned



Time Entry Code Examples

Available time entry codes will be based on:

- Assigned roles
- Agency
- Employee Type

Time Entry Codes
Regular - Exception Hourly - In/Out
Regular Hourly - Elapsed
Regular Hourly - In/Out
Regular Earnings - Deployment - Elapsed
Regular Earnings - Deployment - In/Out
Regular Earnings - Elapsed
Regular Earnings - In/Out
Special Injury Pay
Telework - Elapsed
Telework - Hourly - Elapsed
Audit Response Work - Elapsed
Call Back Pay
Driver - Hourly - Elapsed
Driver - Hourly - In/Out
Emergency Management Response - Elapsed
Emergency Management Response - In/Out
Nursing Mothers Break
On Call



Time Off Code Examples

Time off Plan	Time offs
Annual Leave	Annual Leave
	Annual Leave - FMLA
	Annual Leave - FMLA Military Care Giver
	Annual Leave - FMLA Military Deployment
Sick Leave	Sick Leave
	Sick Leave - FMLA
	Sick Leave - FMLA Military Care Giver
	Sick Leave - FMLA Military Deployment
	Sick Leave - Adoption/Child
	Sick Leave - Death
	Sick Leave - Dental/Med
	Sick Leave - Immediate Family
Sick Leave - Personal	
FLSA Comp	FLSA Comp
	FLSA Comp - FMLA
	FLSA Comp - FMLA Military Care Giver
	FLSA Comp - FMLA Military Deployment
Georgia Comp	Georgia Comp
	Georgia Comp - FMLA
	Georgia Comp - FMLA Military Care Giver
	Georgia Comp - FMLA Military Deployment



Time Off Code Examples

Time off Plan	Time offs
Admin Leave	Admin Leave - Rule 16, Sec 21
	Admin Leave - Blood Donation
	Admin Leave - Bone Marrow Donation
	Admin Leave - Commissioner
	Admin Leave - Disaster Volunteer
	Admin Leave - Line of Duty
	Admin Leave - Office Closure
	Admin Leave - Organ Donation
Court Duty	Court Duty
Jury Duty	Jury Duty
Vote	Vote
Education Support Leave	Education Support Leave
Personal Leave	Personal Leave
	Personal Leave - FMLA
	Personal Leave - FMLA Military Care Giver
	Personal Leave - FMLA Military Deployment
Parental Leave	Parental Leave - Birth
	Parental Leave - Adoption
	Parental Leave - Foster
Military 18	Military 18
Military 30	Military 30



Time and Absence Reporting

Most of the current queries/reports used in the current system, will be migrated to the new system. Here's a screenshot of a Reported Time Blocks by Worker report:

Implementation - georgia7

MENU GA@WORK

time rep

Reported Time Blocks for a Worker

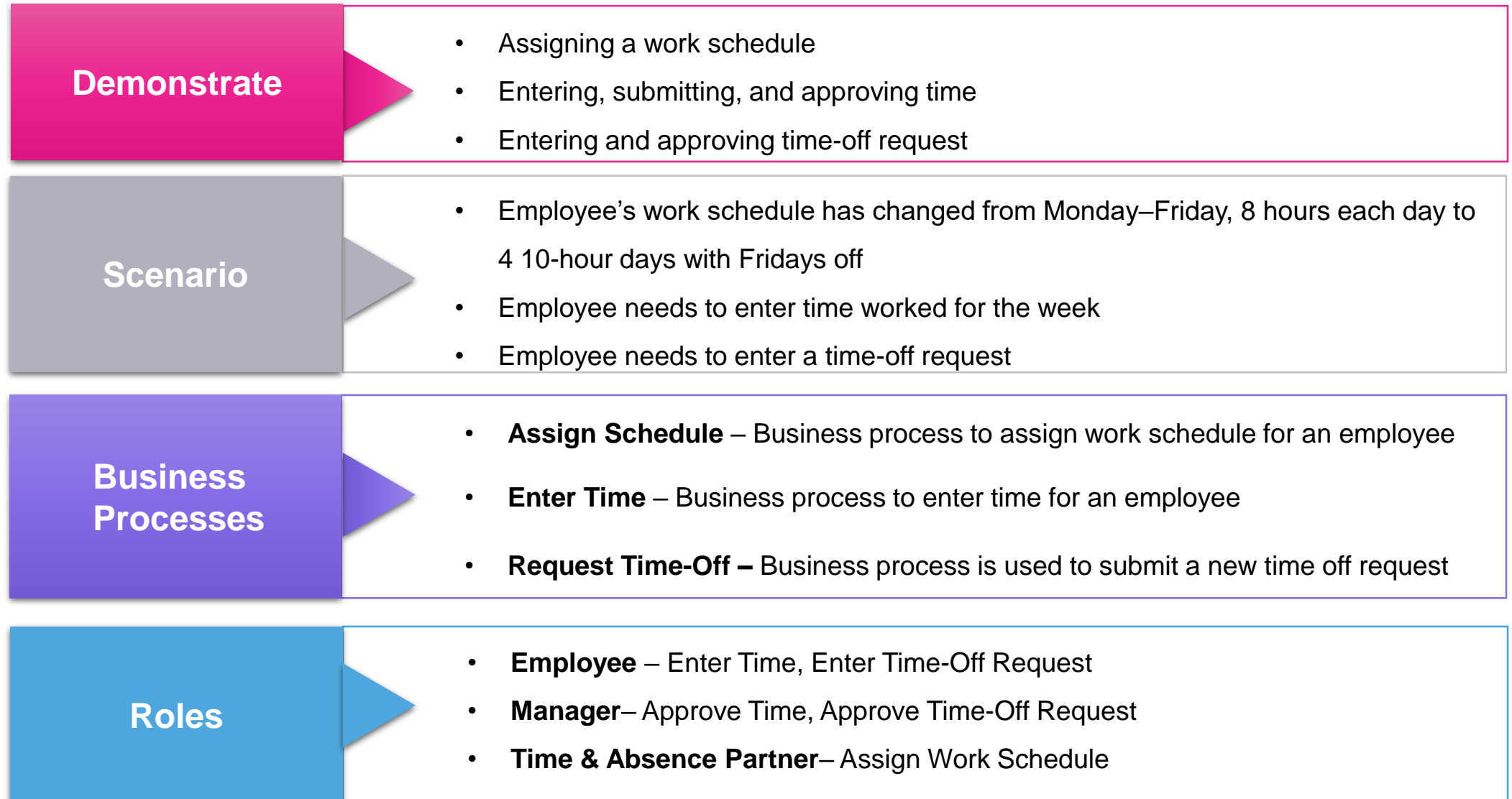
Worker Vywon Vowowi End Date 07/19/2024

Start Date 07/01/2024

10 items

Time Block	Worker	Reported Date	Reported Quantity	Time Entry Code	Unit	Related Calculated Time Blocks			Source
						Calculated Quantity	Calculation Tags	Time Calculations	
10 Hours on 07/01/2024	Vywon Vowowi	07/01/2024	10	Regular Earnings - Elapsed	Hours	10	Regular Earnings		User Entered
8 Hours on 07/02/2024	Vywon Vowowi	07/02/2024	8	Regular Earnings - Elapsed	Hours	8	Regular Earnings		User Entered
8 Hours on 07/03/2024	Vywon Vowowi	07/03/2024	8	Regular Earnings - Elapsed	Hours	8	Regular Earnings		User Entered
4 Hours on 07/04/2024	Vywon Vowowi	07/04/2024	4	Regular Earnings - Elapsed	Hours	4	Regular Earnings		User Entered
8 Hours on 07/05/2024	Vywon Vowowi	07/05/2024	8	Regular Earnings - Elapsed	Hours	6	Regular Earnings		User Entered
						2	Holiday GA Comp	Holiday Georgia Comp - Scheduled Weekly Hours	

Demonstration Overview



Let's Take a Look In the System...



Demonstration Feedback



1. Are there any federal requirements that would restrict / invalidate this process? Describe
2. How different is this process from what you do today? (similar, slightly different, majorly different)
3. How excited are you for this change? (1-5 scale)



Thank You!





NEXTGEN

Questions about NextGen:

Website: sao.ga.gov/NextGen

Email: NextGen@sao.ga.gov

Vywon Vowowi

Financial Reporting Analyst 1

Actions

Actions

Frequently Used

- Start Proxy
- Assign Work Schedule
- View Schedule for Wor...
- View Support Roles
- Enter Absence

- Calendar >
- Compensation >
- Job Change >
- Manage Work >
- Organization >
- Personal Data >
- Recruiting >
- Talent >
- Time and Absence >
- Worker History >

- Enter Time
- Enter Absence
- View Time Off
- View Schedule for Worker
- Add Time Clock Event
- View Time Clock History
- View Time Off Balance
- View Time Off Results by Period
- View Calculated and Override Balances
- View Carryover Balances
- View Leave Results
- Maintain Accrual and Time Off Adjustments/Overrides
- Maintain Accrual and Time Off Limit Overrides
- Maintain Time Off Plan Carryover Overrides
- Maintain Time Off Plan Override Balances
- Recalculate Worker Time Off Balance
- Assign Work Schedule
- Schedule History for Worker

Talent

Location
407 FLOYD BUILDING (TWIN TOWERS)

Manager
Zygan Kosapi

5550123 (Landline)
5550123 (Mobile)

Atlanta, GA 30334-0000 United States of America

(407140303)

IN TOWERS)

Job History

[Edit](#)

Skills

[Edit](#)



Search



Assign Work Schedule

Worker *

Start Date *

End Date

Work Schedule Calendar *


Current Work Schedule [7-Day-Sunday-to-Saturday-40-Hours-Off-Sat,Sun](#)

OK

Cancel

Assign Work Schedule


Worker

* 

Start Date

* 

End Date



Work Schedule Calendar *



Current Work Schedule 7

- ← By Group
- 14 Day Daybreaker Schedules** >
- 14 Day FLSA Paid Schedules >
- 14 Day No Comp Day Schedules >
- 14 Day Schedules >
- 18 Day Schedules >
- 28 Day Schedules >
- 7 Day < 40 Schedules >
- 7 Day 4-10s Schedules >
- 7 Day Firefighter Schedules >
- 7 Day FLSA Paid Schedules >
- 7 Day Law Enforcement Schedules >
- 7 Day No Comp Schedules >
- 7 Day Schedules >

OK

Cancel

Assign Work Schedule

Worker

*

Start Date

*

Alert: Enter a start or end date that doesn't overlap with an existing work schedule assignment.

End Date

Work Schedule Calendar *

Current Work Schedule

7-Day-Sunday-to-Saturday-40-Hours-Off-Sat,Sun

OK

Cancel

View Work Schedule Calendar 7-Day-Sunday-to-Saturday-40-Hours-Off-Sat,Sun



Name 7-Day-Sunday-to-Saturday-40-Hours-Off-Sat,Sun

Calendar Rule [All Employees](#)

Work Schedule Calendar Group [7 Day Schedules](#)

> Time Tracking

> Scheduling

- Patterns**
- Worker Editing Options
- Schedule Calendar Events
- Flextime Bands
- Inactivate

Create schedule patterns only if you do not plan to add calendar events to this work schedule calendar.

Pattern Start Date 12/31/2023

Pattern Start Day Sunday

1 item



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Hours	
OFF	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	OFF	40	Pattern Details

Menu



Apps

Shortcuts

Your Saved Order



Absence



Time



Time Off



My Team



Team Absence



Team Time



Team Time Off



Time and Absence

+ Add Apps

Edit

Search



Yngan Kosapi

It's Friday, July 19, 2024

Important Dates

You have no important dates coming up.

[Go to Team Calendar](#)

Quick Review

Quick Review

Quick Tasks

My Devline

← Absence

Request

Request Absence

Correct My Absence

Convert / Donate

View

My Absence

Absence Balance



© 2024 Workday, Inc. All rights reserved. - By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

System Status: Your Implementation tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update; starting on Friday, July 19, 2024 at 6:00 PM Pacific Time (Los Angeles) (GMT-7) until Saturday, July 20, 2024 at 6:00 AM Pacific Time (Los Angeles) (GMT-7).

Absence Calendar Zygan Kosapi ⋮

Click and drag on the calendar or select date range.

Select Date Range

View Teams

Balances

Balance as of 07/19/2024 📅

Per Plan

Annual Leave
360.5 Hours

Today < > July 2024 ▾

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	Jul 1	2	3	4 Independence Day	5	6
7	8	9	10	11	12	13

Absence Calendar

Zygan Kosapi

Click and drag on the calendar or select date range.

Select Date Range

View Teams

Balances

Balance as of 07/19/2024

Per Plan

Annual Leave
360.5 Hours

Court
0 Hours

Education Support Leave

Today	<	>	J	Thursday	Friday
Sunday			Monday		
			30	4	
			July	Independence Day	
			7	10	11

Select Date Range

From * 07/17/2024

To * 07/17/2024

Type * Search

- ← Annual Leave
- Annual Leave
- Annual Leave - FMLA
- Annual Leave - FMLA Military Care Giver
- Annual Leave - FMLA Military Deployment

Request Absence

Zygan Kosapi



Total 10 hours - Annual Leave

Request 1 item



+	*From	*To	*Type	Quantity per Day	Total	
	07/17/2024	07/17/2024	× Annual Leave ...	10 hours	10 hours	Edit Quantity per Day

Absence Calendar Zygan Kosapi

Click and drag on the calendar or select date range.

Select Date Range View Teams

Balances

Balance as of 07/19/2024

Per Plan

Annual Leave 350.5 Hours

Court 0 Hours

Education Support Leave 8 Hours

GA Comp 0 Hours

Holiday 0 Hours

Request Absence

Today < > July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Jul	1	2	3	4 Independence Day	5	6
7	8	9	10	11	12	13
14	15	16	17 Annual Leave	18	19 Today	20
21	22	23	24	25	26	27

Enter Time

Vywon Vowowi



Previous

Today



Jul 7 - 13, 2024

Week

Actions

Sun, 7/7 Daily Total: 0	Mon, 7/8 Daily Total: 0	Tue, 7/9 Daily Total: 9	Wed, 7/10 Daily Total: 8	Thu, 7/11 Daily Total: 8	Fri, 7/12 Daily Total: 8	Sat, 7/13 Daily Total: 0
	Annual Leave 8 Hours Submitted	Regular Earnings 9 Hours ✓ Approved	Regular Earnings 8 Hours ✓ Approved	Regular Earnings 8 Hours ✓ Approved	Regular Earnings 8 Hours ✓ Approved	

Summary

Jul 7 - 13, 2024

Regular Hours	33
FLSA Hours Earned	0
GA Comp Hours Earned	0
Holiday GA Comp Earned	0
Overtime Hours Paid	0
Straight Time Paid	0
Holiday Deferred	0

Enter Time Vywon Vowowi

1 Alert

Today Jun 30 - Jul 6, 2024

Week Actions

Sun, 6/30 Daily Total: 0	Mon, 7/1 Daily Total: 10	Tue, 7/2 Daily Total: 8	Wed, 7/3 Daily Total: 8	Thu, 7/4 Daily Total: 8	Fri, 7/5 Daily Total: 6	Sat, 7/6 Daily Total: 0
Time Period End 06/16/2024 - 06/30/2024	Regular Earnings 10 Hours ⌚ Not Submitted	Regular Earnings 8 Hours ⌚ Not Submitted	Regular Earnings 8 Hours ⌚ Not Submitted	Independence Day Holiday Credit 4 ⌚ Not Submitted Holiday Take 4 ⌚ Not Submitted Regular Earnings 4 Hours ⌚ Not Submitted	Regular Earnings 8 Hours ⌚ Not Submitted	

Summary

Jun 30 - Jul 6, 2024

Regular Hours	36
FLSA Hours Earned	0
GA Comp Hours Earned	0
Holiday GA Comp Earned	2
Overtime Hours Paid	0
Straight Time Paid	0
Holiday Deferred	4

Review

Enter Time

Vywon Vowowi



5 Alerts

Today



Jul 14 - 20, 2024

Week

Actions

Summary

Jul 14 - 20, 2024

Sun, 7/14
Daily Total: 0

Mon, 7/15
Daily Total: 0

Tue, 7/16
Daily Total: 0

Wed, 7/17
Daily Total: 0

Thu, 7/18
Daily Total: 0

Fri, 7/19
Daily Total: 0

Sa
Daily

Pay date 07/01/2024 - 07/15/2024
Time Period End 07/01/2024 - 07/15/2024

- Auto-fill from Prior Week
- Auto-fill from Schedule
- Clear
- Enter Absence
- Enter Time by Type
- Review Time
- Review Time by Week
- Run Calculations

Regular Hours	0
LSA Hours Earned	0
VA Comp Hours Earned	0
Holiday GA Comp Earned	0
Overtime Hours Paid	0
Straight Time Paid	0
Holiday Deferred	0

Enter Time by Type

Vywon Vowowi

2 items

	Time Type	Worktags	Sun, 7/14	Mon, 7/15	Tue, 7/16	Wed, 7/17	Thu, 7/18	Fri, 7/19	Sat, 7/20	Total	
+	Search		0	0	0	0	0	0	0	0	Comment
-	← Time Entry Codes		0	0	0	0	0	0	0	0	
	<input type="radio"/> Regular Earnings										
	<input type="radio"/> Telework										

Save and Close

Save

Auto-fill from Prior Week



Enter Time by Type Vywon Vowowi

2 items



	Time Type	Worktags	Sun, 7/14	Mon, 7/15	Tue, 7/16	Wed, 7/17	Thu, 7/18	Fri, 7/19	Sat, 7/20	Total	
+	Regular Earnings	<ul style="list-style-type: none"> Cost Center: P1 Default Cost Center Fund: 10000 General Fund Fund Source: State General Funds 	0	8	8	8	8	0	0	24	Comments
			0	8	8	8	0	0	0	24	

Save and Close

Save

Auto-fill from Prior Week

...

Enter Time

Vywon Vowowi

Your changes have been saved



1 Alert

Today



Jul 14 - 20, 2024

Week

Actions

Sun, 7/14 Daily Total: 0	Mon, 7/15 Daily Total: 8	Tue, 7/16 Daily Total: 8	Wed, 7/17 Daily Total: 8	Thu, 7/18 Daily Total: 5	Fri, 7/19 Daily Total: 0	Sat, 7/20 Daily Total: 0
	Pay date 07/01/2024 - 07/15/2024 Time Period End 07/01/2024 - 07/15/2024 Regular Earnings 8 Hours ⌚ Not Submitted	Regular Earnings 8 Hours ⌚ Not Submitted	Regular Earnings 8 Hours ⌚ Not Submitted	Regular Earnings 5 Hours ⌚ Not Submitted		

Summary

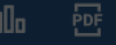
Jul 14 - 20, 2024

Regular Hours	29
FLSA Hours Earned	0
GA Comp Hours Earned	0
Holiday GA Comp Earned	0
Overtime Hours Paid	0
Straight Time Paid	0
Holiday Deferred	0

Review

Enter Time

Vywon Vowowi



1 Alert

Today



Jul 14 - 20, 2024

Week

Actions

Sun, 7/14
Daily Total: 0

Mon, 7/15
Daily Total: 8

Sat, 7/20
Daily Total: 0

Pay date 07/01/2024 - 07/15/2024
Time Period End 07/01/2024 - 07/15/2024
Regular Earnings 8 Hours ⊙ Not Submitted

Regular
8 Hours
⊙ Not Submitted

Alert

1. Page Alert

- WARNING: No hours reported, but scheduled for 8 hours on 8 hours on Friday, July 19

Summary

Jul 14 - 20, 2024

Regular Hours	29
FLSA Hours Earned	0
GA Comp Hours Earned	0
Holiday GA Comp Earned	0
Overtime Hours Paid	0
Straight Time Paid	0
Holiday Deferred	0