



GA@WORK

Delivered by The NextGen Project

FMC April Meeting: Get to go-live

April 30, 2026

Speakers



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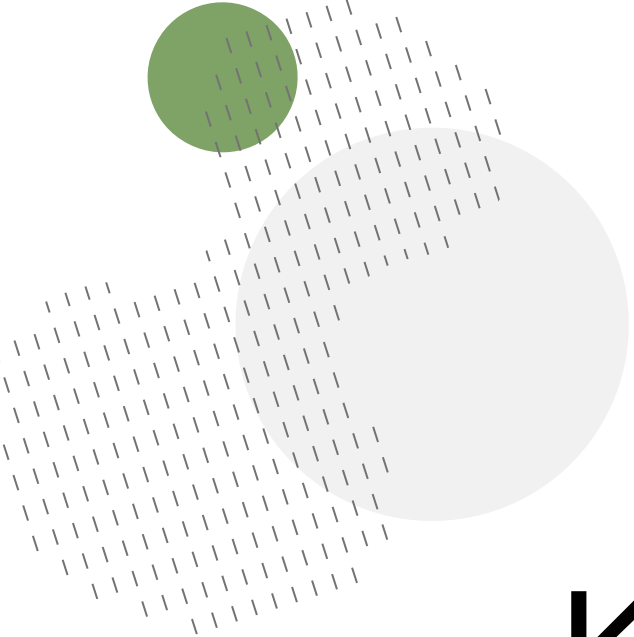


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Agenda

- 1 Welcome
- 2 Key change impacts
- 3 Important dates
- 4 Questions



Key change impacts

Note: These impacts only apply to non-GDOT agencies.

Change impacts: ARIS updates

Allotment Request Intranet System (ARIS) process change

Use of the Allotment Request Intranet System (ARIS) will be limited after go-live. Many types of transactions that are currently handled by ARIS will transition to being paid out of GA@WORK.

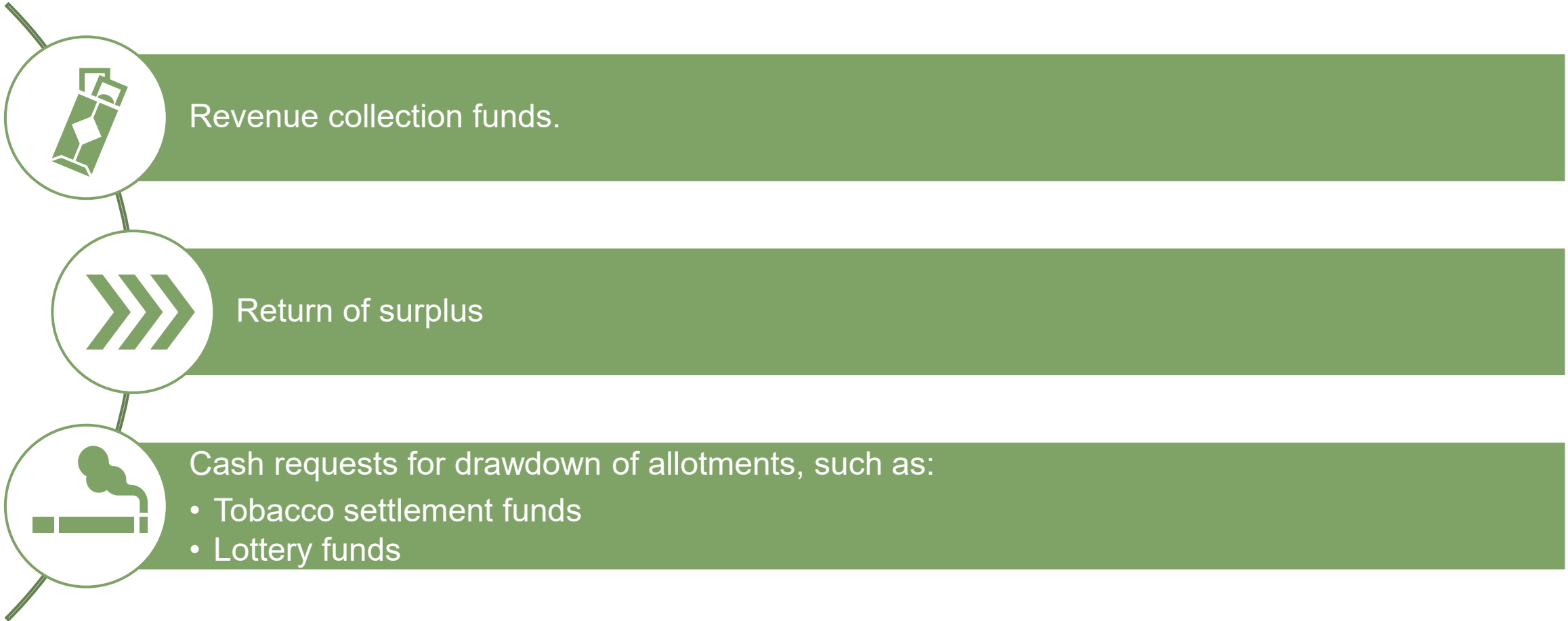
Examples of key changes

- Payments to retirement plans (ERS, TRS, JRS, etc.) will no longer be paid via ARIS. Most of these will now be paid via ACH. The ERS payments that were paid by auto-debit will also be switching to ACH payment.
- ARIS will no longer be used by state agencies to pay GBA and GTA for goods and services. Instead, agencies will pay by supplier invoices in GA@WORK.
- State payroll taxes will be initiated by ADP instead of using ARIS.

Change impacts: ARIS updates

ARIS will continue to be used for the following transaction types.

Note: These transactions will still need to be recorded in GA@WORK.



Change impacts: ARIS updates

Spreadsheet with more information will be distributed

ARIS will still be used for these types of transactions:

Transaction Type	Method to Record ARIS activity in GA@WORK	Transaction Description
State Revenue Collections	Agency books Adhoc bank Transaction to the Operating account for the respective amount.	CTAS agencies will use ARIS to communicate how much is in their "Z" account, which is state revenue collections. OST will decrease the CTAS agencies' "Z" account and record it as revenue collections. No physical cash movement. Funds already at OST.
Cash request Allotment (State/Lottery/Tobacco)	Payments received for Allotment are recorded as a payment to the Allotment Customer Invoice	Non-CTAS Agencies will continue to remit their state revenue collections using the Revenue Collections-ARIS option. OST will ACH debit the agencies bank account to pull the funds to OST.
Allotment Deposit	Allotment/Warrant Customer Invoice Adjustment (DR 121001/CR 401000) & Ad Hoc Bank Transaction (DR 401000/CR Cash)	Non CTAS Agencies request the draw down of their State Appropriation via ARIS.
Return of Surplus	Customer Invoice types set up for ROS/EROS (DR 3901xx/CR 121000)	Agencies will continue use ARIS when they need to return previous allotment funds to the allotment account. OST will ACH Debit the Agencies bank account and deposit into the allotment account.
CTAS - Transfer from Allotment Acct	N/A doesn't change cash/CTAS balance at company level	ALL agencies will use ARIS to submit their entry with the appropriate allotment account and record it as State Revenue Collections. No physical cash movement.
CTAS - Transfer to Allotment Acct		CTAS agencies will continue to use ARIS to transfer agency's allotment funds to their allotment account.
		CTAS will continue to use ARIS to request disbursements/refunds for "Other" funds.

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ARIS will be used for these types of transactions:

Transaction Type	How payments will be made in GA@WORK:
Retirement Codes: DARF - District Attorney's Retirement Deferred Compensation Defined Contributions ERS JRS LRS TRS SCJRS-Superior Ct Judges Ret System	These will be handled via 3rd party deduction recipient payments, and GA@WORK will send an ACH to these providers once the settlement specialist releases these payments (and they have gone through the approval process).
State Tax Withholding (Payroll)	ADP will handle the payment of all payroll taxes (including payment to DOR) via auto debit. Agency will need to record an Ad Hoc Bank Transaction to reflect the amount of the auto debit.
Payments to GBA and GTA	Agency would process a supplier payment in GA@WORK (just like paying any other supplier).

Change impacts: Payroll

Payment of payroll items



Payroll liabilities, excluding taxes, will be done via third-party deduction recipients in GA@WORK.



All agencies, even Payroll Shared Services agencies, are responsible for releasing these payments using the *spend settlement specialist role*.



All agencies, even Payroll Shared Services agencies, will be responsible for entering an Ad Hoc Bank Transaction for the taxes that will be paid by ADP.



On-cycle: SAO will release payroll to employees for all agencies.

Off-cycle: Agencies will release payroll to employees with the *payroll settlement specialist role*.

Change impacts: 3rd-party deduction recipients

The *majority* of 3rd-party deduction recipients will be paid by ACH in GA@WORK.

One exception is Teacher's Retirement System (TRS), which will instead be manual payment and initiated through the TRS portal.

Garnishments will be paid by check.

A list of when all 3rd-party deduction recipients will be paid is being compiled and will be shared at a later date.

Note: ADP will be paying taxes withheld (i.e. Federal and State). Those entities will not be paid as a 3rd-party deduction recipient but will deduct money from your bank account. Then you will need to record this in GA@WORK.

Change impacts: Payment of reimbursements

Changes to reimbursements



Company-paid travel (e.g., rental cars, airfare, etc.) will require a pre-authorization in GA@WORK.



Non-travel reimbursement (e.g., reimbursement for supplies, professional license, etc.) to employees will happen in GA@WORK.



As usual, only Travel reimbursement (employee paid hotel, per diem meals, etc.) will occur in Concur.

Change impacts: Transactions and reports

Almost all transactions are posted upon approval, and not via batch.*

Reports that were previously updated nightly or weekly will move to real-time.

For example, when settlements (aka the release of payments) are approved, the transaction will be sent to Xerox immediately, and not at night via batch.

*Exceptions include allocations and allocation pools.

Change impacts: Security

To see a comparison between TeamWorks Financial reports and GA@WORK reports, [click here to download the crosswalk.](#)

Reports will be role-based

- You will only be able to see data in the reports that are applicable to your role.
- The same report may look different to you vs. another user.

Transactions impacted by security roles

- Certain roles need to be assigned within your agencies, or the transaction will get stuck and be unable to complete processing.
- Carefully look at the role mapping files that will be coming out soon, as certain roles are identified as required.

Change impacts: Approvals

Approvals will be required in GA@WORK.

Makes it easy to view the stage of the transaction.

Allows for documentation of important internal controls all in one place.

Some agencies may utilize the Worktag Reviewer role to review the coding on transactions to ensure it is correct.

This is why certain roles such as Cost Center Manager need to be assigned. Also, Grant Manager and Project Manager if your Agency has this activity.

Change impacts: Bank reconciliation

Improved bank reconciliation capability

- Ability to set up first notice rules to help match certain transactions (such as bank fees, etc.)
- Certain accounts will have bank activity loaded, but can easily manually enter to facilitate bank reconciliation within GA@WORK.
- Help to reduce time for bank reconciliation, and allow for more time to “clean up” reconciling items.

Change impacts: General Ledger accounts for cash



One GL account for cash (101000 Cash in Bank)



The identifier of the specific bank account is then in a Bank Account Worktag.



- Additionally, bank account Worktags were set up for all the accounts held at OST (Ex: Georgia Fund 1 accounts).
- These will also automatically populate the Investment Profile Worktag.

Change impacts: General Ledger accounts for cash

TeamWorks GL cash accounts

(Typically 101XXX) Will be mapped to 199999 - Cash Conversion.

TeamWorks bank balance & outstanding checks

Will be loaded into GA@WORK Account 101000 Cash In Bank, with the corresponding Bank Account Worktag.

Data loading

The data loaded to account 101000 will be then backed out of the data loaded to account 199999.

Zero balance

If all data in the TeamWorks Cash Account is accounted for in the load, the balance left in 199999 will be zero.

Unreconciled amounts

These will remain in account 199999 and will be adjusted as agency cash cleanup activities continue and these unreconciled balances are identified.

Change impacts: Equity in pooled cash

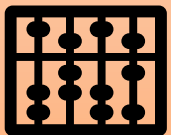
If the debits and credits in a transaction do not net to zero by a Worktag that is required to be balanced (such as Fund or Fund Source), the system will automatically post balancing lines to account 101001 – Equity in Pooled Cash.



For manual journal entries, the journal entry will also require a balanced fund to be entered, which is typically going to be fund 10100.



For the other optional balancing Worktag on a journal entry, select one of the fund sources used in the journal entry.



The Equity in Pooled Cash account will always net to zero at the company level.

Change impacts: Interagency transactions

1

You no longer have to have the Receivable balance set up first.

2

Intercompany AR/AP specialists will get a to-do step notification when an AR/AP is set up at another company, and the customer/supplier is a Company in GA@WORK Finance.

3

The interunit affiliate Worktag will be required on these transactions.

4

Agencies are responsible for booking the corresponding AR/AP item to keep receivables/payables in sync at the statewide level.

Note: You cannot set up a receivable or payable within your own company unless you have been added to the approved exception list already.

Change impacts: Budget process

Budget changes

PBCS (OPB's budget tool) will only be used for Fall budget requests and performance measures.

Note: The FY27 budget process is one-time only due to the transition between TeamWorks and GA@WORK. It will be done in GA@WORK moving forward.

The request of allotments/warrants will be done in GA@WORK.

Budget amendments will be done in GA@WORK.

Change impacts: FY26 and FY27 transactions

Reminder



All FY26 accounting needs to be done within TeamWorks.



Any FY27 transactions or activity must be done within GA@WORK.

Change impacts: Adaptive Planning

Current State		Future State	
<p>Workforce Planning: Salaries & Benefits Forecast</p>	<p>Workforce planning requires gathering data from multiple sources employee salaries from TeamWorks, open positions from HR, and fringe rates from the OPB and manually combining them in spreadsheets to create projections and budgets.</p>	<p>Adaptive solution to Workforce planning inputs move from manual spreadsheet consolidation to automated, integrated data flows in Adaptive Planning, connected to GA@WORK finance and HCM</p>	<ul style="list-style-type: none"> • Reduces manual effort to gather data from multiple sources. • Forecast analysis is always based on real-time data, so agencies spend less time on analysis, improve calculation accuracy, and report more easily to senior leadership. • Fringe rates are maintained centrally and is available for all agencies to forecast benefits calculations
<p>Workforce Planning: Leave Liability Payouts Forecast</p>	<p>Agencies have limited information to complete the forecast for AL and ALCP, and the process is largely manual (data collection, calculations, and consolidation). As a result, forecasts are often less accurate, making it difficult to incorporate the results into the Annual Operating Budget (AOB).</p>	<p>Adaptive Planning resolves the challenge agencies face in forecasting expenses driven by Annual Leave (AL) liability and the annual leave conversion program (ALCP)</p>	<p>This improves agency visibility into Annual Leave (AL) liability and Annual Leave Conversion Program (ALCP) forecasts, enabling more effective planning for the next year's AOB and reducing the likelihood of future amendments.</p>
<p>Operational Expenses/ Revenue forecast</p>	<p>Agencies run multiple TeamWorks queries to pull historical balances, then use spreadsheets to build forecasts based on historical trends—an end-to-end manual process</p>	<p>The Adaptive solution generates operational expense and revenue forecasts using historical trends (e.g., a three-year average) based on balance data from GA@Work Finance</p>	<p>This reduces manual effort and improves the accuracy and consistency of the forecast. Agencies also retain the ability to ignore the system-generated forecast for specific area, when it isn't applicable to next year's planning</p>
<p>Expenditure Analysis</p>	<p>Agencies need to run separate extracts for Actuals, Encumbrances, and Budgets, and then analyze the outputs in spreadsheets</p>	<p>The Adaptive solution provides a range of reports to support expenditure analysis at various levels—such as cost center, program, fund source, and combinations of these</p>	<ul style="list-style-type: none"> • With data centralized in Adaptive and fed from GA@Work Finance, teams are more likely to analyze the same numbers, reducing reconciliation and faster cycle times. • Improved analysis flexibility: Parameter-driven reporting enables slice-and-dice (e.g., cost center, program, fund source) without rebuilding extracts each time.

Change impacts: Adaptive Planning

Current State		Future State
<p>Create Base Budget</p>	<p>Agencies must ensure their cut-off amendments are created in PBCS and submit the Base Budget in PBCS</p>	<p>Adaptive will enable agencies to create the Base Budget and select which budget amendments to include up to a defined cut-off</p> <ul style="list-style-type: none"> This change shifts amendment creation to GA@Work Finance and makes Adaptive the primary place agencies review, curate (exclude), and finalize the Base Budget, with OPB loading the final output to PBCS Single point of entry for amendments and also provide Clearer handoff to OPB/PBCS
<p>Agencies Risk Pools Premiums</p>	<p>Agencies manually create and includes Risk Pool premium entries in AOB, based on the Appropriations Bill</p>	<p>Adaptive will provide agencies with detailed information upon finalizing annual premiums, including the ability to select the fund source for non-state-funded portions, and will automatically incorporate the results into AOB</p> <ul style="list-style-type: none"> This change moves Risk Pool premium setup from agency manual entry to a centrally recommended and system-included approach. Improved consistency from Office of Planning and Budget (OPB) + Department of Administrative Services (DOAS) inputs, and premiums flowing automatically into AOB
<p>Execute Budget Cycle</p>	<p>Agencies manually compile all inputs (fringe rates, risk pool premiums, Revenue Sources and appropriations), factor in forecast projections, and prepare the Annual Operating Budget using spreadsheets</p>	<p>Adaptive Planning will automate the process while still requiring intervention at key points throughout the budget cycle. OPB will enter the required information into Adaptive so agencies can move through the cycle efficiently and finalize the Annual Operating Budget</p> <ul style="list-style-type: none"> One common process and calculation logic replaces agency-by-agency spreadsheet interpretations. OPB published information readily available for agencies and included automatically in the process. Work shifts from building spreadsheets → managing exceptions and adjustments in Adaptive (more analysis, less data wrangling). Earlier visibility into premiums/appropriations/fringe impacts, enabling quicker scenario review
<p>Create Annual Operating Budget</p>	<p>In the current state, once agencies finalize AOBs in spreadsheets, they must create AOB in two systems PBCS and TeamWorks. Agencies will use templates to upload into TeamWorks and enter manually in PBCS. If corrections are needed, agencies must update the changes in both systems</p>	<p>Agencies will upload the budget in only one system— Adaptive Planning (via Publish Plan or the available EIB)—which will load it into GA@Work Finance and eliminate multiple system uploads</p> <ul style="list-style-type: none"> One system of entry: Agencies create/load the budget in Adaptive Planning, which feeds GA@Work Finance, instead of preparing and uploading to multiple systems. Faster iterations before approval: Agencies can run Publish Plan multiple times to validate and refine before submitting for approvals in GA@Work Finance

Change impacts: Adaptive Planning

Current State

Reporting for Executives

Agencies have limited information to complete the forecast for AL and ALCP, and the process is largely manual (data collection, calculations, and consolidation). As a result, forecasts are often less accurate, making it difficult to incorporate the results into the Annual Operating Budget (AOB).



Future State

Adaptive Planning resolves the challenge agencies face in forecasting expenses driven by Annual Leave (AL) liability and the annual leave conversion program (ALCP)

This improves agency visibility into Annual Leave (AL) liability and Annual Leave Conversion Program (ALCP) forecasts, enabling more effective planning for the next year's AOB and reducing the likelihood of future amendments.

Change impacts: Support portal

Learn more about your service & support hub for GA@WORK



Purpose

A centralized **Resource and Support Hub** designed to provide immediate access to system guidance, ensuring accuracy and operational continuity across all agencies.



Resources

A secure SharePoint site housing workstream-specific materials for **Finance, HCM, Payroll, Procurement, Security, Supplier, and Travel & Expense**. This includes step by step job aids, troubleshooting workflows, and official system forms.



Audience

Available to **all GA@WORK system users** with functional or administrative roles.

Access is **not provided to users assigned only to **Employee Self Service (ESS) or Manager Self Service (MSS) roles.***



Key dates

Support Portal Training Webinars:
April 28 –30

Get Familiar:
May 4 – July 1

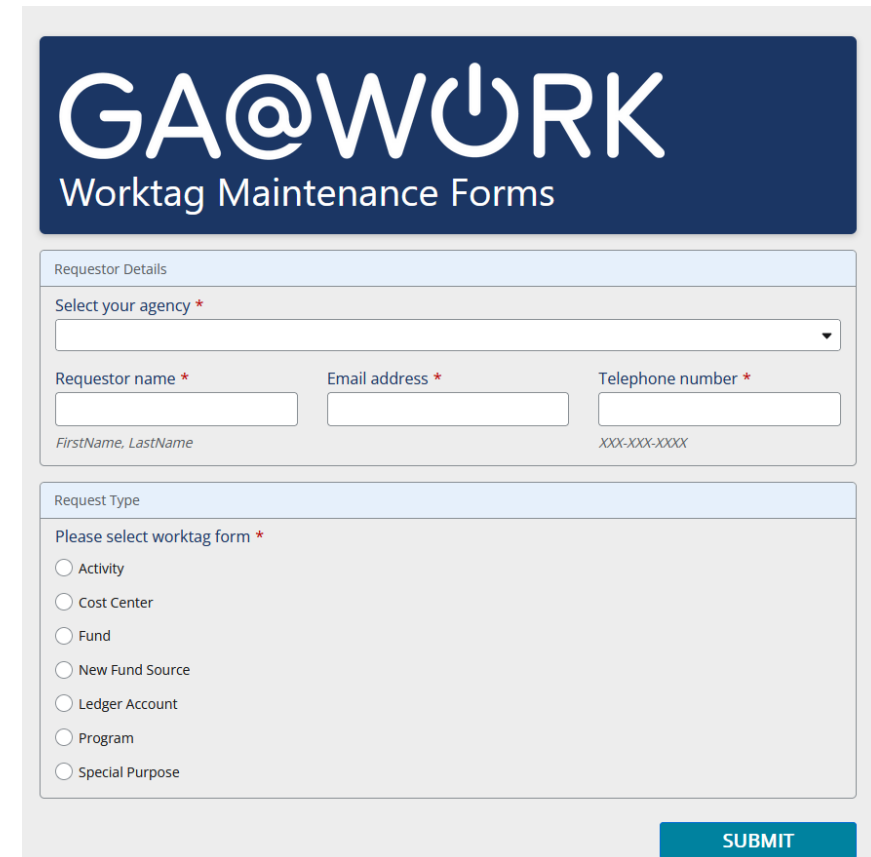
Use for GA@WORK Support:
July 1 +

Questions? Email gaatwork_support_portal@sao.ga.gov.

Change impacts: Worktag request process



There is a new Worktag request process on the Support Portal consisting of a simple form (starting July 1, 2026).



The screenshot shows a web form titled "GA@WORK Worktag Maintenance Forms". The form is divided into two main sections: "Requestor Details" and "Request Type".

Requestor Details:

- A dropdown menu labeled "Select your agency *".
- Three input fields: "Requestor name *", "Email address *", and "Telephone number *".
- Below the name field is the placeholder text "FirstName, LastName".
- Below the telephone field is the placeholder text "XXX-XXX-XXXX".

Request Type:

- A heading "Please select worktag form *".
- A list of radio button options: "Activity", "Cost Center", "Fund", "New Fund Source", "Ledger Account", "Program", and "Special Purpose".

A blue "SUBMIT" button is located at the bottom right of the form.

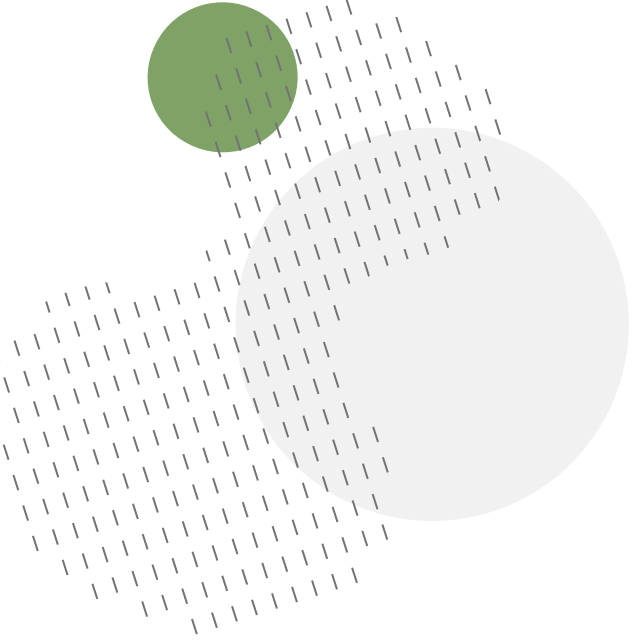
Change impacts: Supplier management

GA@WORK will have new types of Suppliers

- Supplier (AP)
- Sponsor (Federal related)
- Deduction Recipients (payroll withholding related)

Different request processes for the different types of Suppliers

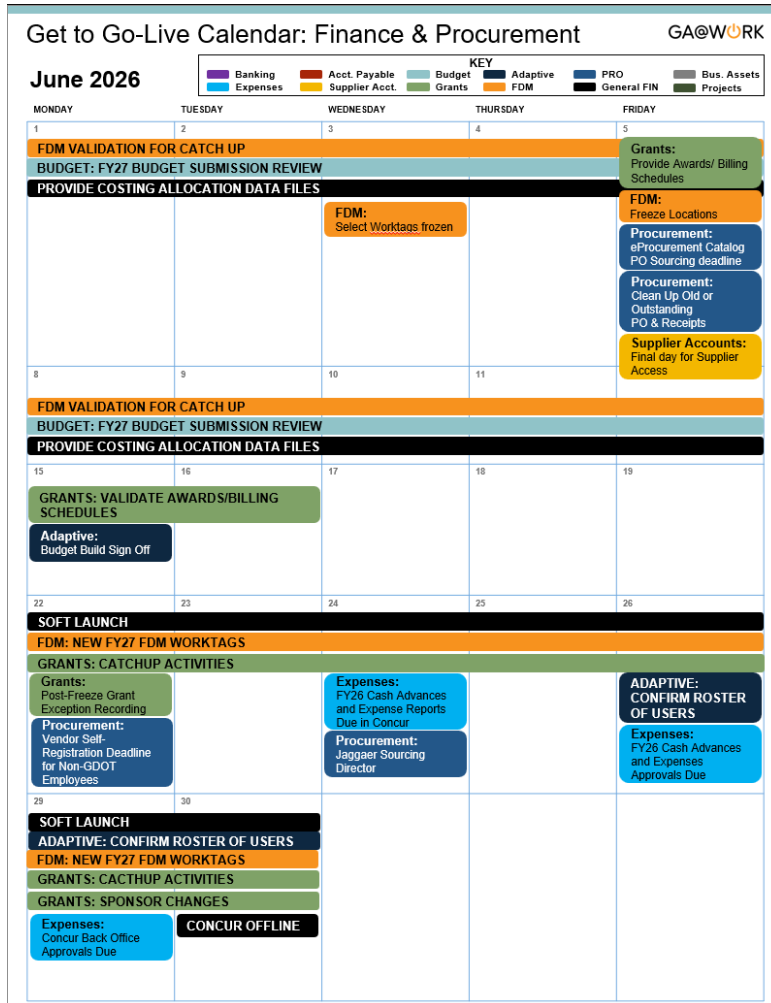
- Some via SharePoint form
- Some directly in GA@WORK



Important dates

Important dates

A Get to Go-Live Calendar is being finalized for Finance & Procurement. It will be available on the [GA@WORK Resource Library](#) under Get to Go-Live in the near future.



Task / Activity	Impacted Business Area	Date/Timeframe	Final Due Date
FDM Validation for Catch Up Review FDM and submit any updates to be included prior to soft open.	Finance Roles	May 2 - June 12	June 12
FY27 Budget Submission Review OPB reviews agency submitted FY27 Annual Operating Budget (AOB)	Budget Roles	May 15 - June 12	June 12
Provide Costing Allocation Data Files Agencies to provide their agency costing allocation data files by June 12	Financial Accounting	June 1 - June 12	June 12
Hard Freeze: FDM Companies, Ledger Accounts, Book Code Final day for agencies to request adds or edits to TeamWorks business units or accounts, as the following GA@WORK worktags will be frozen. <ul style="list-style-type: none"> Book Code TeamWorks Business Unit: <ul style="list-style-type: none"> GA@WORK Company / company hierarchy TeamWorks Accounts: <ul style="list-style-type: none"> Ledger Account / Ledger Account Summaries Revenue Category / Revenue Category Hierarchy Spend Category / Spend Category Hierarchy 	Foundation Data Model	June 3	June 3
Hard Freeze: Procurement <ul style="list-style-type: none"> Cutoff date of Supplier Access to make changes via Supplier Self Service Portal Cutoff date for eProcurement Catalog Purchase Orders (POs) that need to be sourced by go-live (July 1). In preparation for the transition to GA@WORK Marketplace, all Punchout and Hosted catalogs' orders will need to be dispatched by close of business on June 5, 2026. Beginning June 6, the connection between PeopleSoft and GA Virtual Catalogs will be disconnected. 	Procurement Roles	June 5	June 5
Clean Up Old or Outstanding POs & Receipts All clean up of old or outstanding POs should be completed by June 5 so contracts can be converted starting June 6	Procurement Roles	June 5	June 5
Provide Awards/Billing Schedules Submit awards and billing schedule files for loading and validation to support accurate grant setup and invoicing.	Grants Roles	June 5	June 5
Hard Freeze: Supplier Management Freeze of Supplier Access to Make Changes via Jaggaer Supplier Self Service Portal. Freeze of New Bidders	Suppliers/Bidder Roles	June 5	June 5
Hard Freeze: FDM • Locations	Foundation Data Model	June 6	June 6
Validate Awards/Billing Schedules Review loaded awards and billing schedules to confirm completeness, accuracy, and alignment with source documentation.	Grants Roles	June 14 - 16	June 16
Adaptive Planning Budget Build Simulation Sign-off Complete sign-off process for Adaptive Future Budget simulation testing	Enterprise Budget Office roles	June 15	June 15

Questions?



*thank
you!*