



COMING SOON: NEW EMPLOYEE SELF-SERVICE GA@WORK

DJJ Team,

Next year, **GA@WORK**, a modern, cloud-based Enterprise Resource Planning (ERP) System, will replace TeamWorks/PeopleSoft Human Capital Management and Finance systems. This transition will affect **all DJJ employees**.

The State Accounting Office NextGen project, which is leading the **GA@WORK** implementation, will benefit State of Georgia entities, employees, suppliers, and contractors.

EMPLOYEE SELF-SERVICE

The tasks you complete today in the TeamWorks/PeopleSoft system, including accessing Employee Self-Service (ESS), will be completed in the **GA@WORK** system in the future. ESS is designed to grant employees direct access to view and manage personal and employment information. It will offer features and benefits that streamline processes and enhance the user experience for both employees and the State of Georgia.

Current State

In TeamWorks, employees make updates to their personal information and can view timesheets, performance information, and compensation history.

Future State

GA@WORK ESS features will allow employees to continue to manage and update their personal information, view pay slips, submit time-off requests, and complete other HR-related functions.

UPDATE YOUR INFORMATION!

It is important that all employees update their information in TeamWorks by **December 31, 2024**. This is essential for ensuring accuracy, mitigating security risks, and providing a better user experience when we transition to **GA@WORK** in 2025.

Go to your TeamWorks profile and make sure your name, address, and contact details are up to date, including your preferred email address.

Please see the attached job aid for instructions on how to change your personal details.

TRAINING

Employee Self-Service training will be available in **early 2025**. You can view the Human Capital Management video below to preview the system.



Visit Online

Check out the NextGen website at <https://sao.ga.gov/nextgen>.

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