

Employee Self Service

Employee Self Service

Monthly Schedule



Delegations



Timesheet



Job Descriptions



Performance Notes



Payroll



Last Pay Date **10/14/2022**

Personal Details



Performance



Compensation History



Benefits Summary

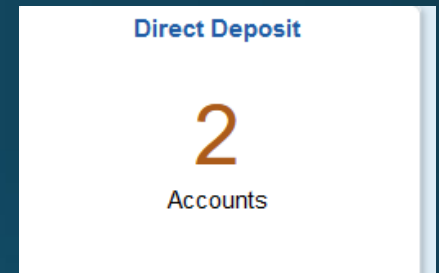


Leave Balances

Leave	Balance
Annual Leave	367
Education Support Leave	8
Forfeit Annual Leave	80.5
Holiday Leave	6
Previous Unpaid Leave	1937.75

Direct Deposit Changes

- Login at <https://hcm.teamworks.georgia.gov/psp/>
- Click on **Home**
- Click on **Employee Self-Service**
- Click on **Payroll**
- Click on **Direct Deposit**
- Click on row to edit account information



***Note* Changing your account information will generate a paper check that is mailed to your address of record until your new banking information can be verified**

Tax Updates

- Login at <https://hcm.teamworks.georgia.gov/psp/>
- Click on **Home**
- Click on **Employee Self-Service**
- Click on **Payroll**
- Click on **Additional Payroll Settings**
- Click on the **W4 or G4** to edit

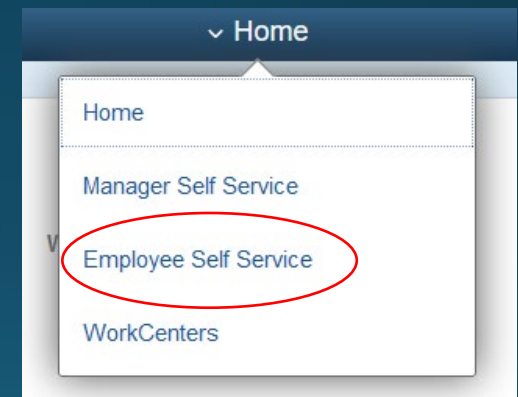
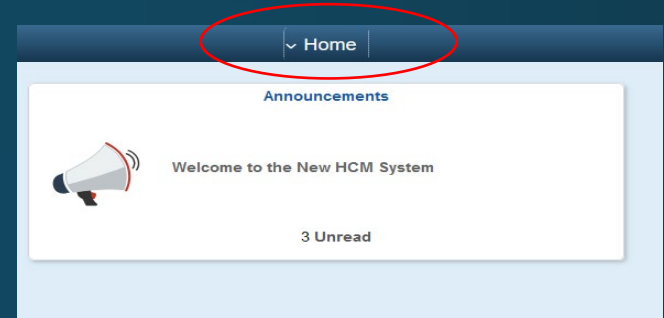


Outstanding Wages Designation Form

- *Login to TeamWorks:*
<https://hcm.teamworks.georgia.gov/psp/>
- Navigate to **NavBar: Navigator**.
- Click the **Self Service** link.
- Click the **Beneficiary Outstanding Wages** link. Once the Beneficiary Outstanding Wages page displays, the employee can enter the appropriate information from the Beneficiary Outstanding Wages Designation Form.
- Click the **Save** button.

Submitting an Absence Request

- Login at <https://hcm.teamworks.georgia.gov/>
- From the **Home Page** click on **Home** dropdown
- Click on **Employee Self-Service**
- Click on **Timesheet**



Submitting an Absence Request

- *Enter hours under applicable day/date*
- *Select the applicable Time Reporting Code (TRC)*
- *Add a Leave Reason*

HR Generalist 3 Emp Record 0
Earliest Change Date 09/17/2022

Actions ▾

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 09/17/2022 Please press refresh icon if time sheet is grayed out. If it is still grayed after refreshing then you are not authorized to change your time. Reported Hours 0.00

From Saturday 09/17/2022 to Friday 09/23/2022

Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Total	Time Reporting Code
		8.00						ALX - Annual Leave Taken
			8.00					SLX - Sick Leave Taken
				8.00				ELX - Education Sup Leave Taken

Submit

Leave Reason

Submitting an Absence Request

- **Note:** Each Time Reporting code (TRC) needs a separate row.
- To add a row, click on the + plus sign
- Click **Submit** when finished entering leave for the week
- To move to another week click or **Previous** or **Next** period

HR Generalist 3 Empl Record 0
Earliest Change Date 09/17/2022

Actions ▾

Select Another Timesheet

*View By Calendar Period ▾ Previous Period Next Period

*Date 09/17/2022 Please press refresh icon if time sheet is grayed out. If it is still grayed after refreshing then you are not authorized to change your time.
Reported Hours 0.00

From Saturday 09/17/2022 to Friday 09/23/2022 ?

Sat 9/17	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Total	Time Reporting Code
		8.00						ALX - Annual Leave Taken ▾
			8.00					SLX - Sick Leave Taken ▾
				8.00				ELX - Education Sup Leave Taken ▾

Submit

ChartFields				
		ChartFields		
		ChartFields		
		ChartFields		

To View Leave Balances

- Click on the *Leave/Compensatory Time Tab*
- Balances **do not** reflect any leave entries made during the selected time period.
- You can also view leave balances from the *Employee Self-Service landing page*

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 10/15/2022 Please press refresh icon if time sheet is grayed out. If it is still grayed then you are not author
Reported Hours: 0.00

From Saturday 10/15/2022 to Friday 10/21/2022

Sat 10/15	Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21	Total	Time Reporting Code
7.00							7.00	ALE - Annual Leave Earned
5.00							5.00	SLE - Sick Leave Earned

Submit

Reported Time Status Summary **Leave / Compensatory Time** Exceptions Payable Time

Leave and Compensatory Time Balances

Description	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	ANN1	360.00	0		
Comp Time	ESL	8.00	0		
Comp Time	FORFEIT AL	80.50	0		
Comp Time	HOLIDAY	8.00	0		
Comp Time	PREUNPAID	1927.75	0		
Comp Time	SICKLEAVE	418.00	0		

Updating Personal Information


- Login at <https://hcm.teamworks.georgia.gov/>
 - Click on **Home**
 - Click on **Employee Self-Service**
 - Click on **Personal Details**
 - Click on **Addresses** to update home or mailing address
 - Click on **Contact Details** to update phone numbers, email address and emergency contacts
 - Click on **Additional Information** to view sensitive information
- (please contact HR if any sensitive information is incorrect)*



Review Paychecks

- Login at <https://hcm.teamworks.georgia.gov/psp/>
- Click on *Home*
- Click on *Employee Self-Service*
- Click on *Payroll*
- Click on *Paycheck*

Paychecks



Pay Date	10/14/2022
Net Pay	
Taxes	
Deductions	
Total Gross	

W-2 Forms

- Login at <https://hcm.teamworks.georgia.gov/>
- Click on **Home**
- Click on **Employee Self-Service**
- Click on **Payroll**
- Click on **Additional Payroll Settings**
- Click on **W-2/W-2c forms**



Employee Expense Reimbursement

- *Login at <https://hcm.teamworks.georgia.gov/>*
- *Click on Home*
- *Click on Employee Self-Service*
- *Click on Payroll*
- *Click on Additional Payroll Settings*
- *Click on Employee Expense Reimbursement*
- *Enter or edit banking information - (account information needs to be set-up before requesting reimbursements through CONCUR)*

