Overview

TechWorks is designed to provide information that will help you complete personal and work-related business transactions at Georgia Tech. Resources that support Georgia Tech’s administrative and financial services are organized to meet the needs of faculty and staff, campus administrators, student employees, retirees and surviving spouses. Former employees retain limited access to TechWorks for two years in order to access tax forms and other relevant information.

To access TechWorks, go to techworks.gatech.edu and click the Login button.

If you are not already logged in to another Georgia Tech application through the Central Authentication Service (CAS), you will be prompted to provide your GT Account and password after you click the Login button.

Once you successfully log into TechWorks, you will be presented with information that may be of interest to you as a Georgia Tech employee. This is the My Home page and it provides links to:

- **Employee Self-Service** (which allows you to update your personal information (name, address, phone, etc.), view payroll, benefits and compensation information, and manage and retrieve tax information
- Time and leave management systems like **TimeOut** and **Kronos**
- **Perks & Programs** which provides links to discounts, services and resources which are available to Georgia Tech employees
- **Quick Links** which provide easy access to commonly used resources and information
- **News** and announcements
Click on the **My Work** tab to access work-related resources. Icons provide easy access to applications like BuzzMart and Travel & Expense.

My Work supports many of the activities commonly performed by campus administrators related to:
- HR Administration
- Financials
- Procure-to-Pay
- Research Administration
- Salary Planning & Distribution
- Budgets
- PCards.

Information is displayed in a similar manner to the My Home page but the Quick Links, news and icons are related to job duties.

*TIP: Use Favorites to identify pages you want to easily access with just a few clicks.*
Site Layout – My Work

Navigation

TechWorks' icons, buttons and hyperlinks can be used to navigate to the majority of functions you need to access. Campus administrators and central office personnel may sometimes need to navigate to items through the menu.

The Main Menu is located near the top of the TechWorks page - below the My Home and My Work tabs.

Click on Main Menu to display the menu options.

- Select Human Resources to access PeopleSoft Human Capital Management (HCM)
- Select Financials Supply Chain to access PeopleSoft Financials
- Select My Personalizations to enable or disable accessibility features
If you select Human Resources, you will access PeopleSoft HCM in a new tab. Click on the HCM 9.2 Main Menu to display available menu options.

Navigation for PeopleSoft Financials is similar to HCM.

**Troubleshooting**

TechWorks is a portal which provides access to a variety of resources.

For administrative systems applications (e.g., PeopleSoft, Banner, BuzzMart, etc.), training and resources are typically available within the application or via the Administrative Systems Training Toolbox.

You can also click on the Ask for Help buttons on the following pages to retrieve relevant contact information for specific business functions:

- HR Administration
- Financials, Procure-to-Pay & Research Administration
- Salary Planning & Distribution

For Employee Self-Service help, go to ohr.gatech.edu/selfservice to review instructions and Frequently Asked Questions (FAQs) related to:

- Personal Information
- Benefits Information
- Payroll Information

For other applications, you should be able to find training and resources within the application. For example, in TimeOut, you can click on the How Do I...? button for assistance in using that application.
For technical assistance, contact your local CSR/CSS (Computer Support Representative/Computer Support Specialist).

For system access issues, you can visit passport.gatech.edu or contact the Technology Support Center at 404-894-7131 (Monday - Friday, 8:00 a.m. - 5:00 p.m.)

For application-specific issues, utilize the designated contact/support mechanism. For example, send an email to buzzmart.ask@gatech.edu for issues related to BuzzMart.

Questions can also be submitted by sending an email to techworks.ask@gatech.edu. For technical assistance, contact your local CSR/CSS (Computer Support Representative/Computer Support Specialist).

For system access issues, you can visit passport.gatech.edu or contact the Technology Support Center at 404-894-7131 (Monday - Friday, 8:00 a.m. - 5:00 p.m.)

For application-specific issues, utilize the designated contact/support mechanism. For example, send an email to buzzmart.ask@gatech.edu for issues related to BuzzMart.

Questions can also be submitted by sending an email to techworks.ask@gatech.edu.
Signing Out

Many of the links you access from TechWorks will open up in a new tab within your browser. **WHEN YOU ARE FINISHED WITH A PARTICULAR FUNCTION OR MODULE BUT WANT TO REMAIN SIGNED IN TO TECHWORKS**, simply close the tab by clicking on the X.

**WHEN YOU ARE READY TO LEAVE TECHWORKS**, you should click on Sign Out instead of just closing the browser tab/window. Each session takes up memory on the web server and if you just close the browser window, that memory is still locked up. However, if you properly sign off, then the memory is released. Failure to log off properly will slowly use up the memory, causing problems for all users.

George P. Burdell

When you sign out, you will be prompted to indicate whether you wish to remain logged in to the Central Authentication Service with your GT Faculty/Staff credentials or to log out of the service.

Additional Security Precaution

For security purposes, TechWorks will automatically log you out of the system after 30 minutes of inactivity. Two minutes prior to your session timeout, the system provides a warning that your browser session is about to expire. You then have the option of continuing with your current session by clicking the OK button.

Additional Resources

- [What’s Changing Guide](#)
- [TechWorks FAQs](#)
- [System Access Information](#)