

GA Tech Administrative Systems: Training and Access

Most often, training is required to request access to Georgia Tech’s administrative systems. Use the charts to determine where systems are located on Georgia Tech’s websites (e.g. TechWorks), training requirements, and contact information. For training availability, send an email to adminsystaining@gatech.edu. Current GT employees can register for classes and complete tutorials at www.training.gatech.edu.

HR Function	Access to Panels or Application	Contact Information
<p>Class Title: Managing Personnel Transactions</p> <p>Enter form data to initiate personnel transactions for new and current employees</p>	<p>TechWorks: GTASC pagelet Click HR Administration, Frequent Links</p> <ul style="list-style-type: none"> • Personal Services Form (PSF) as Originator • GT ID Look-up/Request System as Originator • reports.gatech.edu (track the PSF workflow) • Approvers receive a URL to their Worklist via email notifications 	<p>Payroll pay.ask@ohr.gatech.edu 404-894-4614</p>
<p>Class Title: Bi-Weekly Time Entry</p> <p>Enter time document data for bi-weekly employees</p>	<p>Techworks: MY HR pagelet</p> <ul style="list-style-type: none"> • Time Editor Panels • HRMS Reports 	<p>Payroll pay.ask@ohr.gatech.edu 404-894-4614</p>
<p>Tutorial: Vacation/Sick Leave</p> <p>Enter vacation, sick, and other hours for monthly employees who are not a part of the TimeOut system. This app is not permissible for GTRI employees</p>	<p>Techwork: MY HR pagelet</p> <ul style="list-style-type: none"> • Vacation/Sick Leave Entry • HRMS Reports 	<p>Payroll pay.ask@ohr.gatech.edu 404-894-4614</p>

<p>Tutorial: Summer Pay</p> <p>Enter summer pay for 9-month faculty who will work during summer months (May, June, July, August)</p>	<p>Techworks: MY HR pagelet</p> <ul style="list-style-type: none"> • Summer Pay Editor panels • HRMS Reports 	<p>Payroll pay.ask@ohr.gatech.edu 404-894-4614</p>
<p>Tutorial: TimeOut</p> <p>Enter, review, and approve vacation and sick leave for monthly employees</p>	<p>TechWorks: Time and Leave Management pagelet</p> <ul style="list-style-type: none"> • TimeOut System 	<p>timeout.ask@ohr.gatech.edu</p>
<p>Class Title: Intro to Salary Planning and Distribution</p> <p>Enter and amend salary information for employees who receive funding from sponsored funds.</p>	<p>Found on Techworks MY HR pagelet</p> <ul style="list-style-type: none"> • SPD Entry Panels • SPD Reports 	<p>Robert Ellington spd.ask@business.gatech.edu</p>
<p>Class Title: SPD Ad-Hoc Report</p> <p>Click to view SPD data/export to Excel.</p>	<p>Found on Techworks MY HR pagelet</p> <ul style="list-style-type: none"> • SPD Ad-Hoc Report Application 	<p>Robert Ellington spd.ask@business.gatech.edu</p>

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<p>Tutorial: HR Reports</p> <p>Run reports from HRMS data including Workforce Administration and HR Ad-Hoc Report.</p>	<p>Techworks: GTASC pagelet, Frequent Links</p> <ul style="list-style-type: none"> • Workforce Administration panels on Techworks Menu • HR Ad-Hoc Report found on TechWorks GTASC pagelet <ul style="list-style-type: none"> ▪ Click HR Administration, then Frequent Links 	<p>adminsystraining@gatech.edu</p>
<p>Tutorial: HR Ad-Hoc Report Mailing Labels</p> <p>Run report data from HRMS and export to Excel for labels.</p>	<p>Found on TechWorks GTASC pagelet Click HR Administration, Frequent Links</p> <ul style="list-style-type: none"> • HR Ad-Hoc Mailing List Application 	<p>adminsystraining@gatech.edu</p>
<p>Applicant Tracking System</p> <p>Enter job requisition data to hire new employees.</p>	<p>Found on TechWorks Administrative Systems Toolbox</p> <ul style="list-style-type: none"> • Applicant Tracking System 	<p>Talent Acquisition ats@gatech.edu</p>

HR Function	Access to Panels or Application	Contact Information
<p>Performance Management Manage employees by setting goals evaluating performance.</p>	<ul style="list-style-type: none"> • Use OHR’s Performance Management process found at www.ohr.gatech.edu/performance 	<p>Use your HR Rep as first responder</p>
<p>Tutorial: Kronos Time Management Review and manage hours worked and sick and vacation leave for bi-weekly employees. Employees use the automated clock to swipe on and off shifts.</p>	<p>Found on TechWorks Kronos Time Management</p> <ul style="list-style-type: none"> • Kronos System • Employees can use automated clocks or online system <p>Tutorials are available on the TechWorks website <i>only</i></p>	<p>pay.ask@ohr.gatech.edu</p>
<p>Class: Budgeting for Financial Managers (Internal Budget System) Prepare and update department-specific budgets.</p>	<p>Found on TechWorks MY FINANCIALS Click Frequent and Budgets (IBS)</p> <ul style="list-style-type: none"> • Internal Budgeting System 	<p>Jim Kirk jim.kirk@business.gatech.edu</p>

GA Tech Financial Security and Access

Financials Functions	Access to Panels or Application	Contact Information
<p>Class Title: General Ledger Reports</p> <p>View department-specific ledger data.</p>	<p>Found on Techworks MY FINANCIALS pagelet</p> <ul style="list-style-type: none"> • GL Reports • Query Financials 	gl.ask@business.gatech.edu
<p>Class Title: Campus PCard Redistribution Journal Entry</p> <p>Using the original PCARD journal entry, enter journal entries to amend information or transfer charges, such as project number, amount, account number, etc.</p>	<p>Found on TechWorks MY FINANCIALS pagelet</p> <ul style="list-style-type: none"> • General Ledger Journal Entries • Query Financials 	gl.ask@business.gatech.edu
<p>Class Title: General Ledger Ad-Hoc Report</p> <p>Click to view GL data, export to Excel.</p>	<p>Found on TechWorks MY FINANCIALS pagelet, GL Reports</p> <ul style="list-style-type: none"> • GL Ad-Hoc Report 	gl.ask@business.gatech.edu
<p>Class Title: Accounts Payable and the Check Form</p> <p>Complete check request forms for non-employee payments.</p>	<p>Check Request Form found on Procurement website, Accounts Payable Forms</p> <ul style="list-style-type: none"> • Signature Authorization on file 	ap.ask@business.gatech.edu

Financials Functions	Access to Panels or Application	Contact Information
<p>Class Titles for Asset Management Admin</p> <ul style="list-style-type: none"> • Asset Management for Campus Admin • Annual Inventory • How to Properly Account for EQ Inventory <p>Enter and review department-specific inventory data for assets \$3000 or more.</p>	<p>Found on TechWorks MY FINANCIALS Asset Management</p> <ul style="list-style-type: none"> • Asset Management panels • Reports 	<p>Janice Walker am.ask@business.gatech.edu</p>
<p>Tutorial: Travel & Expense System</p> <p>Enter and track travel authorizations and expense reimbursements.</p>	<p>Found on TechWorks Menu, Travel and Expense <u>All active Ga Tech employees have access to T&E panels</u></p> <p>Supervisors and Approvers must complete training for Workflow panels</p>	<p>travel.ask@gatech.edu</p>
<p>Class: Grants Management for Campus Admin</p> <p>Enter and review financial data related to sponsor projects' tracking and billing.</p>	<p>Found on TechWorks GTASC Sponsored Projects</p> <ul style="list-style-type: none"> • Web Grants Management • Reports 	<p>gc.ask@business.gatech.edu</p>
<p>Tutorials for PCard</p> <ul style="list-style-type: none"> • Bank of America PCard • PCard Coordinator Annual Training • PCard Cardholder Training & Certificate 	<p>Found on Procurement Website, PCard</p> <ul style="list-style-type: none"> • Works PCard Manager System 	<p>Beverly Wright pcard.ask@business.gatech.edu</p>

Financials Functions	Access to Panels or Application	Contact Information
<p>Tutorial: BuzzMart Shopper</p> <p>Create shopping carts (catalog items or forms) and enter receipts for purchase orders that total \$3,000 or more.</p>	<p>Found on TechWorks Administrative Systems Toolbox</p> <ul style="list-style-type: none"> • Shopper and Receiver roles 	<p>buzzmart.ask@gatech.edu</p>
<p>Class Title: BuzzMart Requester</p> <p>Create shopping carts, enter receipts, and acts as final approver on requisitions with catalog items only that total \$2,999 or less.</p>	<p>Found on TechWorks Administrative Systems Toolbox</p> <ul style="list-style-type: none"> • Requester and Receiver roles 	<p>buzzmart.ask@gatech.edu</p>
<p>Class Title: BuzzMart Approver</p> <p>Review and approve requisitions (Financial Approver should have General Ledger Report access prior to class).</p>	<p>Found on TechWorks Administrative Systems Toolbox</p> <ul style="list-style-type: none"> • Spend Authority and/or Financial Approver role 	<p>buzzmart.ask@gatech.edu</p>
<p>Tutorial: BuzzMart Spend Approver</p> <p>Review and approve requisitions.</p>	<p>Found on TechWorks Admin Systems Toolbox</p> <ul style="list-style-type: none"> • Spend Authority role 	<p>buzzmart.ask@gatech.edu</p>