TechWorks is a gateway to administrative services and functions.

*TechWorks is the official source for all current administrative processes, policies, procedures, information, and news.*

As business applications, procedures, and functions are added, changed, or eliminated, the available content, links, pagelets, and format of TechWorks will continue to evolve.

TechWorks displays general announcements and resources of interest to the campus community. Employees logon to TechWorks to access Employee Self Service where they can perform activities such as:

- review their latest paycheck advice,
- verify their vacation/sick leave balances
- check their benefits
- view W2 information
- change personal information
- participate in Benefits Open Enrollment
- participate in the Charitable Campaign

TechWorks is also designed to assist Department Administrators in the day-to-day activities of managing administrative functions.

TechWorks is task oriented so policy, procedures, forms, reports, and informational sites are just a mouse click away. No more hunting through file drawers and folders to find antiquated published procedures, or outdated forms.

The Search function helps you easily find what you are looking for even if you do not know the official form title or department name.
What Is Inside?

Once you have logged in to TechWorks “My Page” is displayed. You will note that there are 3 pages available to use; My Page, Campus Admin, and News.

Each page is designed to serve a different purpose. My Page can contain all personal pagelets such as Employee Self-Service, weather, dictionary, or other links of your choice from the content selection page.

Because some campus users have many administrative tasks to perform, a second page, “My Campus Admin” was added. This second page provides plenty of room to display the administrative pagelets and links.

News! News! News! TechWorks serves as the official communication source for all campus announcements. News from the GT Home Page, Administrative Network, publications such as the Whistle, Technique, Alumni stuff, etc are accessible from this site.
You access information one of two ways:

Use the TechWorks Menu.
Click to open/close a folder and navigate to a link.

Use a pagelet to navigate.
A pagelet is a collection of related links within a predefined box.

Pagelets can be added or removed from a page. Displayed pagelets can be minimized until needed. You can also customize how you want your pages formatted.

What is displayed on TechWorks?

Your choice!
Personalize Content and Layout

You can add, delete, or rearrange the content and format. Of course you will always want to display certain information such as the TechWorks Menu and Admin & Finance News.

Click [Content] to customize your page.

Select or remove a pagelet by clicking on the box next to the title.

Be sure to click [Save] before you return to Home.

Click “[Return to Home].”
Click "Layout."

**Personalize Layout: My Page**

- **Tab Name:** My Page
- **Add Pagelets**:
  - Go to [Personalize Content](#)
  - # = Required - fixed position pagelet
  - * = Required - moveable pagelet

- **Left Column:**
  - Employee Self Service
  - TechWorks Menu

- **Center Column:**
  - Admin & Finance News
  - Dictionary and Thesaurus

- **Right Column:**
  - Financial Services
  - Campus Services

Highlight the Pagelet you want to move. Use the directional arrows to move the Pagelet to the desired location on the page.

Be sure to **SAVE**!

Each pagelet has its own tool bar.

Minimize pagelets that you want to be easily accessible but are not used frequently.

Removing a pagelet only stops it from being displayed on “My Page.” You can always add it back by going to “**Personalize Home Page Content.**”
Customize your page so that you can perform your administrative tasks and processes quickly and efficiently.

Log in to TechWorks and choose which administrative pagelets to display on either My Page or Campus Admin page, or both.

- **HR Administration**
- **Financial Administration**
- **Sponsored Projects**
- **Procurement**
- **Campus Services**

These pagelets contain forms, processing tools, policy and procedural information, general information, and reference materials.

**Frequent Links**
The most frequently used links for each business unit are listed for you.

**Example -**

- **HR Administration**
  - Bi-Weekly Time Documents
  - Employment Opportunities
  - Faculty/Staff Mailing Labels
  - HRMS 8.8 Training Guides
  - HR Adhoc Reporting
  - PeopleSoft Employee ID Search
  - PeopleSoft HR Upgrade Info
  - WebPSF
  - GT ID# Request
  - GT Department ID Conversion

- **HR Admin Categories**

- **HR Department Home Pages**

- **HR Forms**

- **HR Reports**

- **HR Lists**

- **HR Policies**

**Examples** of other links are illustrated on the following pages.
Categories

Each Business Unit has a list of administrative functions/categories.

HR Admin Categories

- Benefits
- Compensation
- Diversity Management
- Educational Assistance
- Employee Relations
- Employment - General
- Employment - Student
- HR Applications
- HRMS Reporting
- Payroll
- Performance Appraisals
- Personnel Actions
- Records
- Reference
- SPD
- Electronic Workload Assignment

Example - HR Administration Categories

Department Home Pages

Each business office has its own home page containing the department structure, contacts, services provided, general information, and specific policies and procedures.

Department Home Pages

- Accounting Services
- Accounts Payable
- Budgets
- Bursar’s Office
- Capital Assets
- Central Receiving
- Controllers Office
- Financial Services
- Financial Systems Management
- Georgia Tech Foundation
- Purchasing
Forms, Reports, Lists, and Policies

Each Business Unit has a list of forms, reports, lists, and policies

Example -

- HR Forms
- HR Reports
- HR Lists
- HR Policies

Open the folder for quick access to Forms, Reports, Lists, and Policies.
The Financials 8.8 and HRMS 8.8 applications are accessed from “My Financials” and “My HR” pagelets

Only those applications that you have authorization to access (completed training and approved by supervisor) are listed/

Click link to open application folder
Everything you need to complete related tasks for this function are displayed.
Other TechWorks Features

Search

There are many ways to locate information

Create your own list of internal (inside TechWorks) or external links to quickly access GT web sites you use frequently in your day to day

Use the "Business Services Shortcut or Site Search feature to find information, forms, etc."
Employee Self Service

Employee Self-Service provides the ability for all Georgia Tech employees - faculty, staff and student employees - to view their HR data online. With just the click of a mouse, employees can have convenient and secure access to their personal, payroll, and benefits information.

For example, employees can use the system to:

- View and update personal contact information (e.g., name, address, phone, emergency contacts)
- View current and past earnings statements
- View compensation history
- View information about the benefits in which you are enrolled
- View and update direct deposit amounts and account information
- Change federal tax withholding.
- Add/change benefits during Annual Open Enrollment.
- Enter Charitable Campaign Contributions.
- View or print a current and prior year W2 Statement.

This functionality eliminates the need for employees and administrators to process paper, worry about sufficient processing time, or and data entry errors. All active employees have access to HRMS 8.8 Employee Self Service.