

Technology Migration Overview

In order to provide you with a more robust and enhanced user experience, G&A Partners is migrating all clients to our new, upgraded technology suite.

The chart below provides a high-level overview of the migration process. Please refer to the *Technology Migration Timeline* document provided to you by your G&A Payroll Specialist for the dates your organization will complete each of these milestones.

If you have any questions regarding this process, please contact your G&A Payroll Specialist directly and he or she will be happy to assist you. If your employees have any questions regarding this process, please instruct them to contact the Customer Care Center at 1-866-497-4222 or customercare@gnapartners.com.

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G&A begins the internal processes to prepare for the client to be migrated to the new technology suite	Client completes and returns the Client Manager Security Form and provides any missing email addresses to their G&A Payroll Specialist	Client informs its employees of the dates the "old" online systems will be down for maintenance	Client managers attend training on the new technology suite	Client managers get access to training resources NOTE: It is the client's responsibility to distribute these training materials to its employees, as applicable	Last payroll is processed in the "old" system	"Old" systems go offline for 1 business day <i>During this time:</i> <ul style="list-style-type: none"> Access to old technology systems is permanently disabled for all users G&A migrates client data to the new technology suite 	The new technology suite is ready for use Users with email addresses will receive an invitation to create an account in WorkSight 2.0	First payroll is processed in the new system