

Navigate to the PAC website, [www.pacga.org](http://www.pacga.org)

➤ On the Home page, Click on **Member Login**



The screenshot shows the website header with the PACGA logo on the left and navigation links: Home, Calendar, Contact Us, and Member Login. A search bar is located to the right of the navigation links. Below the header is a red navigation bar with links for Training, Publications, Resources, Find Your Prosecutor, Departments, and About PAC. The main content area features a 'CaseLaw Updates' section with a search box and a 'News Flash' section with a link to 'FYI: State v. Hill'. There is also a 'Calendar' section with an entry for June 27 regarding Domestic Violence & Commercial Sexual Exploitation of Children in Canton.

➤ A Warning Message will appear, Click **OK**

The dialog box is titled 'Message from webpage' and contains the following text:

**!** You are accessing a restricted website that is maintained by the Prosecuting Attorneys' Council of Georgia (PACGA), an agency of the Judicial Branch of Georgia State government, and is provided for the conduct of official state business only. Users are legally responsible for their activities pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, (the Georgia Computer Systems Protection Act), as well as all other applicable state and federal laws and regulations, including PACGA Council IT Policy 6.3. By using this website you agree to abide by all established Prosecuting Attorneys Council of Georgia policies on computer use.

By accessing this site, you also are consenting to the following conditions:

The PACGA routinely intercepts and monitors communications on this site for purposes including, but not limited to, penetration testing, personnel misconduct and law enforcement investigations. At any time, PACGA may inspect and copy information stored on this site.

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OK

➤ Enter your Username & Password



# Prosecuting Attorneys' Council of Georgia

PACGA Main Site » Board index

FAQ Register Login

### Login

Username:

Password:

I forgot my password and/or username

Log me on automatically each visit

Hide my online status this session

### REGISTER

In order to login you must be registered. Registering takes only a few moments but gives you increased capabilities. The board administrator may also grant additional permissions to registered users. Before you register please ensure you are familiar with our terms of use and related policies. Please ensure you read any forum rules as you navigate around the board.

[Terms of use](#) | [Privacy policy](#)

Board index

The team • Delete all board cookies • All times are UTC - 5 hours [ DST ]

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➤ Once logged in, click on Member Resources



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Training Publications Resources Find Your Prosecutor Departments About PAC

## Member Resources

### CaseLaw Updates

Search for updates by keyword or case number:

Search

### Important News

**FYI: State v. Hill**  
In State v. Hill, A13A0610 (April 30, 2013), the Court of Appeals holds that right of State to take direct appeal from dismissal of less than all counts of Indictment or Accusation under O.C.G.A. § 57-2(b) (2) does not apply retroactively to any offense occurring prior to July 2, 2012. FYI: State v. Hill... [\[read on\]](#)

**TEAMWORKS Travel & Expense (Concur)**  
The Prosecuting Attorneys' Council (PAC) has elected to participate in the State's online TEAMWORKS Travel & Expense (ITE) system (CONCUR) with the State Accounting Office (SAO). Through this system the entire travel and expense process is automated, with the goal of providing faster service to you and increasing efficiency for PAC staff. Effective July 1, 2013, state employee... [\[read on\]](#)

### Calendar

What's Happening?

June 2013

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

➤ **Click on HR & Fiscal :: Web-Based Forms (NEW)**



# Prosecuting Attorneys' Council of Georgia

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## Member Resources

### CaseLaw Updates

Search for updates by keyword or case number:

Search  [Go](#)

### Important News

#### FYI: State v. Hill

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#### TEAMWORKS Travel & Expense (Concur)

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#### Passing of Fellow Prosecutor Ronald Lewis Jones II

It is with heavy hearts that we announce the passing of one of our fellow prosecutors. Ronald Lewis Jones II, Sr. Assistant District Attorney in the Atlanta Judicial Circuit passed away on April 26th

## Calendar

What's Happening?

June 2013

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						1
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## Discussion Forum

Ask your colleagues a question or search past topics.

[Go](#)

➤ Click on the link titled **Personnel Action Form**



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HR & Fiscal :: Web-Based Forms (NEW)

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## HR & Fiscal :: Web-Based Forms (NEW)



[Personnel Action Form](#)  
[Exemption Request Form](#)  
[Payment & Reimbursement Request](#) (for PAC Atlanta use ONLY)  
[Travel Reimbursement Form](#)

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### Calendar

What's Happening?

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### Discussion Forum

Ask your colleagues a question or search past topics.

[Go](#)

➤ The Personnel Action Form will display:



## Prosecuting Attorneys' Council of Georgia

### Personnel Action Form

<b>Username</b>	<input type="text"/>
<b>Initiator/Contact</b>	<input type="text"/>
<b>Circuit</b>	<input type="text"/>
<b>Date Submitted</b>	<input type="text" value="6/24/2013"/>
<b>Phone Number</b>	<input type="text"/>
<b>E-mail</b>	<input type="text"/>

#### Actions

Please fill out the following in its entirety

**Indicate the Action requested**

New Hire     Transfer     Termination     Pay Rate Change

Other

**Supporting Documentation**

**Affected Employee ID**

**Employee First Name**

**Employee Middle Name**

**Employee Last Name**

**Action Effective Date**

#### Previous Position

**Position No**

**Job Title**

**SP/SPCR**

**Dept ID**

**Pay Grade (class, Step)**

➤ Type in your Username

 **Prosecuting Attorneys' Council of Georgia** Personnel Action Form

---

**Username**  

**Initiator/Contact**

**Circuit**

**Date Submitted**  

**Phone Number**

**E-mail**

**Actions**  
Please fill out the following in its entirety

---

**Indicate the Action requested**     New Hire     Transfer     Termination     Pay Rate Change  
 Other

➤ The Username field disappears & your login information will display.....

 **Prosecuting Attorneys' Council of Georgia** Personnel Action Form

---

**Initiator/Contact**  

**Circuit**  

**Date Submitted**  

**Phone Number**

**E-mail**  

**Actions**  
Please fill out the following in its entirety

---

**Indicate the Action requested**     New Hire     Transfer     Termination     Pay Rate Change  
 Other

➤ Select the appropriate Personnel Action (i.e New Hire, Termination, etc)

**ACTIONS**

Please fill out the following in its entirety

Indicate the Action requested

- New Hire     Transfer     Termination     Pay Rate Change  
 Other

Supporting Documentation

Affected Employee ID

Employee First Name

Employee Middle Name

Employee Last Name

Action Effective Date

Termination Reason

Previous Position



Position No

Job Title

SP/SPCR

Dept ID

Pay Grade (class, Step)

Annual Salary or Hourly Wage

Additional Pay or Supplements

➤ Enter the Employee ID#

Actions

Please fill out the following in its entirety

Indicate the Action requested

- New Hire     Transfer     Termination     Pay Rate Change  
 Other

Supporting Documentation

Affected Employee ID



Employee First Name

Employee Middle Name

Employee Last Name

Action Effective Date

Termination Reason

Previous Position



Position No

Job Title

SP/SPCR

Dept ID

Pay Grade (class, Step)

Annual Salary or Hourly Wage

Additional Pay or Supplements

➤ The employee information will display.....

**Actions**

Please fill out the following in its entirety

Indicate the Action requested

- New Hire     Transfer     Termination     Pay Rate Change  
 Other

Supporting Documentation

Affected Employee ID

Employee First Name



Employee Middle Name

Employee Last Name

Action Effective Date



Termination Reason

Previous Position 

Position No

Job Title

SP/SPCR

Dept ID

Pay Grade (class, Step)

Annual Salary or Hourly Wage

Additional Pay or Supplements



➤ Fill-in all additional personnel data information and hit **SUBMIT!**

**Thank you!**

Your form has been submitted.

**NEXT STEPS!**

- An email is generated to the District Attorney (DA) for approval
- The DA clicks on the link contained within the email, to approve the form
- The Personnel Action Form is automatically routed to the Human Resources department