MEMORANDUM

TO: New Full-Time Valdosta State University Faculty

FROM: Sheri Gravett
       Associate Provost
       Rebecca Murphy
       Associate Director of Human Resources for Employee Development

SUBJECT: New Faculty Orientation

DATE: June 2015

It is with great pleasure that we welcome you as new full-time faculty members at Valdosta State University. Valdosta State University and Academic Affairs are delighted that you have accepted a faculty position, and we look forward to welcoming you on our campus in July or August (depending on your position). Fall classes begin on August 17, 2015, but there are many activities scheduled for both new and returning faculty before that date.

NEW FACULTY ORIENTATION
New faculty orientation activities will be held on the VSU campus on August 3-5. These orientation activities will occur a week before the official opening meetings of the university so that you will have time to make preparations for the semester. A detailed schedule and campus map are posted on the Academic Affairs website http://www.valdosta.edu/academics/academic-affairs/welcome-new-faculty.php.

IMPORTANT INFORMATION ABOUT BENEFITS SELECTION FOR NEW EMPLOYEES TO THE UNIVERSITY SYSTEM OF GEORGIA
The University System of Georgia has mandated that all new employees must make benefit elections on the ADP HR System no later than the hire date if benefits are to take effect on the date of hire. Elections made after date of hire means benefits will not take effect until the 1st of the following month. Since most new faculty hires have a hire date of August 1 that means that you must make your benefits selection by August 3 (the first working day of the month). If you make your selection after August 3rd, your benefits will not begin until September 1. To assist you in the selection process now, our Human Resources professionals have developed a webinar to help prepare you for your benefits and retirement selections. To register for a webinar session, go to http://tinyurl.com/VSUBenefits2015. After you have completed the webinar and you are ready to make your selections, you will need to register for your ADP Self-Service account. The user guide on this process is attached. Once this step up is complete, you are now ready to make your benefit elections on the system. Human Resources personnel will also be available for additional help on the first day of New Faculty Orientation, August 3rd. If you are in Valdosta and need assistance prior to Orientation, you can set up an appointment with one of our Benefits Counselors by emailing hrstaff@valdosta.edu or call 229-333-5709.

OPENING OF THE UNIVERSITY
The week before classes start (August 10-14) is devoted to university, college or division, and departmental meetings and events. You will be receiving further information about all of these activities from your college or division and departments.

Once again, the entire Valdosta State community looks forward to welcoming you in August.
OVERVIEW

Before you can access any ADP web applications, you will need to register as an ADP Portal user and create a Password. The ADP web applications allow you to access your electronic time card (when applicable), enroll in benefits (when applicable), view your pay statements, view your W-2s, and much more. Once you receive confirmation from HR that your hiring process is complete, you will follow these instructions to create your account. You will need your Social Security Number (SSN) and the USG Passcode "USG-6775".

For additional assistance, you may view a video demonstration provided by ADP at https://support.adp.com/netsecure/pages/pub/clientuser/1.0/ssr/ADP_Employee_Self_Service_Registration.htm.htm.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS

1. Access the ADP Portal at https://portal.adp.com
   a) Click First Time Users Register Here.

2. Begin Registration
   2.1. Find Your Record
   a) Enter "USG-6775" in the Registration Code field.
   b) Click Go.
2.2. Verify Identity

a) If another organization other than “University System of Georgia” is on the screen, click Start over.

b) Enter your personal information to verify your identity. You will need your Social Security Number (SSN).
   - Enter your First name.
   - Enter your Last name.
   - Enter one of the following:
     - Employee ID
     - Last 4 Digits of SSN, EIN, or ITIN (You will need to enter twice to confirm.)
   - Enter your Birth Month and Day

c) Click Confirm.

d) If your name is not retrieved, verify the information you entered and click Confirm again.

e) If you are still unable to retrieve your information, contact our Shared Services Center (SSC) Customer Support team at (478) 240-6500 or email us at usgdatahelp@ssc.usg.edu for assistance.

3. Register for ADP Services

3.1. Enter Contact Information

a) ADP uses this information to email your activation code to you. The contact information is also used to send temporary passwords if you need to reset your password.

**Note:** For notifications, employees should use the email address furnished by their institution for their “Work” email address.
3.2. Create Password

a) Your User ID will be displayed on the screen.

b) Create your Password. The password must be at least eight (8) characters long, contain at least one (1) letter and one (1) number, and is case sensitive.

c) Enter the password you created in the Confirm Password field.

3.3. Select Security Questions and Answers

a) To protect your account, select three security questions and answers. Your answers are not case sensitive and must be at least two (2) alphanumeric characters.

   Note: If you forget your user ID or password, you will be required to answer these questions to confirm your identity.

b) Click Register now.

3.4. Registration Complete

a) Respond to the message within 24 hours to activate your email and/or mobile phone.

   Note: If you do not activate your information, you will not be able to receive notifications (including temporary passwords) using the contact information you entered on step 3.1.
b) You may click ADP Security Management (Netsecure) to add ADP services available to you. To add ADP Enterprise eTIME, refer to job tool, EMP-CS-2005IT ADP Portal – Add or Re-Add eTIME.

**Note:** Enterprise eTIME is the Time and Labor Management system used by employees to:
- Record and review hours worked
- View exception time accrual balances (vacation, sick, and floating holiday)
- Request or cancel time off
- Request or cancel leave time

c) To log in to your ADP Self Service account, click **Self Service**.

4. **Activate Your Email Address and/or Mobile Phone**

**Note:** You must activate your email address and/or mobile phone number within 24 hours.

4.1. **Activate Email Address**

a) Once your registration is complete, you will receive an email from “ADP Generated Message...” providing instructions to activate your email address.

b) Follow the instructions contained in the email.

4.2. **Activate Mobile Phone**

a) Once your registration is complete, you will receive a text message from ADP.

b) Reply with the code in the text message to activate your mobile number.

**Note:** In the United States, the message will come from sender “90206”.

**Task Complete**