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**Subject:** [Staff] Shared Services-ADP TimeStamp Desktop Icon  
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**Attachments:** [ATT00043.txt](#)

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## Shared Services-ADP TimeStamp Desktop Icon

In preparation for the use of the new Shared Services/ADP time keeping/payroll system, Information Technology has electronically added a time stamp icon to all VSU-owned computers across campus. Student assistants, work study students and casual labor employees will be using the time stamp method to clock in and out for work. Additional information regarding when these employees will begin using the new time stamp process will be forth coming.

If you do not see the icon on your desktop and student assistants, work study students and/or casual labor employees will be using that computer to clock in/out, please email [sharedservices@valdosta.edu](mailto:sharedservices@valdosta.edu) indicating your name and department.

Shared Services/ADP training and documentation for the campus will be made available as soon as possible.

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