

Memorandum

TO: All VSU Faculty, Staff and Student Employees
FROM: Human Resources and Payroll
DATE: July 1, 2009
RE: **New Shared Services HR/Payroll System**

The new Shared Services HR/Payroll system is currently in parallel. This means in addition to how you normally report your time, you need to also report in the new system. Individual employees must initiate registration to ensure paychecks are not interrupted when the system goes live in August.

An outline of what should be done follows. User guides, tutorials and training schedules can be found <http://www.valdosta.edu/finadmin/training/sharedservices.shtml> to help you with these tasks.

Please contact sharedservices@valdosta.edu or (229) 333-5708 if you have any questions. We thank you in advance for your patience and cooperation.

Monthly Employees (including Faculty, for Sick leave):

- Register for ADP.
- Add eTime as a service
- Then login to eTime and enter any vacation or sick time off for the month of June before **Monday, July 6th**. This should be completed every month from now on. Only record vacation and sick time off, not hours worked. If you did not take vacation or sick time off in June, no action is required. You are now able to request time off online using this new system.

Biweekly Staff:

- Register for ADP.
- Add eTime as a service
- Login to eTime and enter hours worked or vacation or sick time off for the current pay period (June 26 – July 10).
- Approve the hours worked.
- Have your supervisor approve the hours entered and/or make any needed corrections by the close of business on Friday, July 10th.
- You are now able to request time off online using this new system.

Temporary Staff, Casual Labor, Student Assistants & Work Study:

- Register for ADP.
- Add eTime as a service
- Clock in hours electronically each time you work. (June 26 – July 10).
- Have your supervisor approve the hours entered and/or make any needed corrections by the close of business on Friday, July 10th.

Graduate Assistants, Time Clock Users & Part-Time Faculty:

- Register for ADP.

****Independence Holiday Hours-We are aware that there is a problem with the hours noted for this date. ADP is working on making corrections so that it will be accurate when the payroll is run.**

***** Some supervisors may find that they still do not see all of their employees in eTime. Please approve what you can and forward your issues to sharedservices@valdosta.edu . ADP is working on this issue.**