

### Shared Services/ADP- Don't Wait

If you are an employee who is working this summer (students, staff and faculty), and have not registered and added E-time and have not begun to use the on-line timekeeping system, you need to do so now. These steps will help ensure that you do not have any problems with your August paycheck.

As of August 8<sup>th</sup> all paychecks will be processed with this new system. Biweekly employees must record their time. Monthly paid employees must record the use of sick and annual leave (as applicable) on-line.

Below is a link to a 1-page guide to get you started.

[www.valdosta.edu/finadmin/training/documents/ADPParallelChecklist\\_617.pdf](http://www.valdosta.edu/finadmin/training/documents/ADPParallelChecklist_617.pdf)

If you encounter any problems, please report them to [sharedservices@valdosta.edu](mailto:sharedservices@valdosta.edu).

Additional resources and training schedules are available at

[www.valdosta.edu/finadmin/training/sharedservices.shtml](http://www.valdosta.edu/finadmin/training/sharedservices.shtml)