

**ADP E-time Pass Code Reminder**

As a reminder: All VSU employees (this includes student assistants, casual labor, grad assistants and part-time employees) should now register for the new system and add eTIME. If you are currently using a time clock please do NOT try to add eTIME. When registering for the new system, you will need a passcode. **The VSU registration passcode is usg-6775.**

The Online Tutorials and/or User Guides are located on VSU's Shared Services/ADP website:

<http://www.valdosta.edu/finadmin/training/sharedservices.shtml>

You can also go to the VSU main website, place your mouse over the Faculty and Staff menu item (without clicking) and select Shared Services/ADP.