

### **ADP/Shared Services is Live**

Please make sure you are currently recording time in the new eTime system for the pay period 8/8/09 – 8/21/09. If you have submitted issues to [sharedservices@valdosta.edu](mailto:sharedservices@valdosta.edu) please be patient and do not submit a duplicate as we are working through these as quickly as possible.

- Full time benefited biweekly employees are expected to record hours worked and exception time (sick and annual leave).
- Student assistants, work study and casual labor (temporary) employees are expected to record work time.
- Monthly employees, including faculty, will use eTime to request and record sick and annual leave during the month.

You must be entering hours in the current pay period in order for the hours to get processed and for you to receive a paycheck/direct deposit on 8/28/2009.

All employees must verify the below information is correct in Employee Self Service.

- Home address
- Phone number
- Email
- Voluntary Deductions
- Direct Deposit Accounts
- Mailing Address
- Benefits; add/edit SSN for dependents

Training is available for supervisors and employees on the use of eTime. Please check the schedule at [www.valdosta.edu/finadmin/training/](http://www.valdosta.edu/finadmin/training/)