

Shared Services/ADP Workshop Dates and Descriptions

All Sessions will be held in the Odum Library, Rm. 3270

Shared Services/ADP – Open Sessions

For one-on-one assistance, the following sessions have been scheduled to provide individualized help with any aspect of the Shared Services/ADP system. This includes registering, adding e-time, showing monthly employees how to add/request leave as well as bi-weekly and student employees how to log time and request leave. These sessions are open to student employees, staff and faculty. No registration is necessary for these open sessions. Just stop by any time for assistance.

- 6/30 - 2:30-5:00
- 7/6 - 1:00-4:00
- 7/10 - 8:30-11:30

Registration is required for sessions below and can be done online at www.valdosta.edu/finadmin/training.

Prior to attending the training sessions listed below, participants must have already registered for ADP Employee Self Service and added eTime as a service. Please refer to the following website if you need assistance with these tasks: <http://www.valdosta.edu/finadmin/training/sharedservices.shtml>

Shared Services/ADP- Supervisor Time Approval Training

This session covers general navigation, how to edit and approve time for bi-weekly staff, student assistants, work-study, casual labor and time clock users. It also covers how to request/add exception time (i.e. sick/vacation) and approve exception time.

- 6/30 - 10:00-12:00
- 7/1 - 3:00-5:00
- 7/2 - 8:30-10:30
- 7/7 - 3:00-5:00
- 7/8 - 8:30-10:30
- 7/9 - 10:00-12:00
- 7/9 - 3:00-5:00

Shared Services/ADP – Time Entry for Benefited Bi-Weekly Employees

Have you reviewed the online tutorials, but still want to attend a structured class? Then this session is for you! General navigation is covered as well as how to enter time on a “Project View” time card, how to make corrections, save and approve your time card. Also covered is how to request time off using the new online feature. NOTE: This session is not designed for time clock users, or time stamp users such as student assistants, casual labor, work study or part-time staff.

- 7/1 - 8:30-9:30
- 7/2 - 11:00-12:00
- 7/8 - 4:00-5:00

Shared Services/ADP – Exception Time Entry (Annual/Sick) for Benefited Monthly Employees

Are you a faculty member or administrative employee who is eligible for sick or vacation time? Would you like to attend a structured class to understand more about your responsibilities and the process for reporting leave taken and leave requested? Then this session is for you! The class covers general navigation, how to enter sick or vacation on a “Project View” time card, how to make corrections, save and approve your time card. Also covered is how to request time off using the new online feature.

- 7/1 - 10:00-11:00
- 7/2 - 2:30-3:30
- 7/8 - 2:00-3:00