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To: staff@lighthouse.valdosta.edu; faculty@lighthouse.valdosta.edu; administrators@lighthouse.valdosta.edu
Subject: [Staff] Shared Services - Frequently Asked Questions
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Attachments: [ATT00249.txt](#)

Shared Services- Frequently Asked Questions

- EVERYONE is in parallel for the month of June, so time must continue to be entered through paper timesheets/Kronos timeclocks as well as online timesheets and ADP timeclocks
- Student assistants, casual laborers and part-time staff record their time using the timestamp process beginning THIS Saturday, May 30, to coincide with the next payroll processing cycle.
- All data is being continually corrected and updated by ADP.
- Benefits information is currently not loaded in the new system
- Please report to sharedservices@valdosta.edu any inconsistencies you see in the new ADP system
- Graduate Assistants and Timeclock users are only required to register, they DO NOT add eTIME
- Please follow the online tutorials and/or user guides available at <http://www.valdosta.edu/finadmin/training/sharedservices.shtml> for instructions on how to register and add eTIME
- The Training schedule for monthly, biweekly staff and timecard approvers will be announced next week

Thank you for your patience as we work through this system wide conversion.