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Subject: [Staff] Shared Services/ADP- New Dates and Times for Supervisor Training
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Shared Services/ADP- New Dates and Times for Supervisor Training

It was communicated to us late yesterday that the "Go Live" date for Shared Services/ADP has been pushed back to August 8. Because of this change and some of the issues we have experienced during the open sessions, we are cancelling the Supervisor Approval training sessions that were scheduled for Thursday, Friday, Monday and Tuesday. Those who registered were notified. The good news is that this schedule shift will allow us to provide a more complete training experience in advance of the date when approving time will be required. We thank you for your understanding and cooperation and look forward to providing you continued assistance through this change.

To Attend A Session: Registration is required 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.**

Updated Supervisor Approval Training Schedule For June 10-19

All Training will take place in Odum Library Room 3270

- Wednesday, June 10 from 9:00-11:00 & 1:00-3:00 & 3:00-5:00
- Monday, June 15 from 10:00-12:00
- Tuesday, June 16 from 8:30-10:30 & 3:30-5:30
- Wednesday, June 17 from 8:30-10:30
- Thursday, June 18 from 8:30-10:30
- Friday, June 19 from 8:30-10:30 & 1:00-3:00

Additional sessions will continue to be added to the schedule and departmental sessions are available upon request. You can email rbowes@valdosta.edu to schedule a customized session.