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**Subject:** [Staff] Shared Services/ADP - New System Timelines  
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**Attachments:** [ATT00004.txt](#)

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## Shared Services/ADP- New System Timelines

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We thank you for your patience and cooperation during this conversion process. We are now entering Phase II of Parallel Testing. For a Parallel Checklist; please go to the Human Resources and Employee Development website and click on "Shared Services/ADP Information and Link to Portal" and then go to the "User Guide Section".

**June 20th - June 27<sup>th</sup>** *ADP and eTime down for Parallel Phase II. You cannot register during this time.*

**June 27<sup>th</sup>** *Campus-wide Parallel Test (Phase II) begins; If you have not registered do so now.*

**July 18<sup>th</sup>** *Last day Kronos system will be available. Timestamp employees switched to view only.*

**July 31<sup>st</sup>** *Campus-wide Parallel Test ends.*

**August 8<sup>th</sup>** *Go live date; eTime available for all employees to report time & leave.*

Supervisors please remember if you have student, casual laborer, work study and timeclock employees that work Sat. the 27th or Sun. the 28th, you must enter their time in the system for them.

If you encounter problems or have questions with the system please email [sharedservices@valdosta.edu](mailto:sharedservices@valdosta.edu). A Shared Services/ADP project team member will contact you as quickly as possible.