

February 26, 2009

On the Horizon- Shared Services- and a New Payroll

To improve efficiency and effectiveness the University System of Georgia is adopting a shared services strategy. Effective July 1,2009, Shared Services will consolidate several administrative processes to increase functionality and service to all university employees. As we learn more about the changes taking place we will keep you advised.

A New Employee Self Service:

VSU Employees will be able to view paychecks on-line, view & update direct deposit information on-line, and view W-2's on-line for up to 3 years using a new Employee Self Service page.

Paycheck Disbursements

For those not on direct deposit, pay checks will be mailed out from a site located in California. We encourage everyone to get on direct deposit as soon as possible to ensure prompt access to your paycheck. Another payment option you may want to consider is a paycheck card. Information on paycheck cards will be forthcoming as we move closer to the effective date.

Pay Dates

All monthly employees (faculty and staff) will be paid on the last working day of the month. For May and December, faculty will be paid on the 15th of the month. There will be no change in pay dates for biweekly paid employees.

In coming weeks look for more information regarding; using the new employee self service, recording attendance and leave usage, and managing your benefits.