

March 10, 2009

On the Horizon- Shared Services-Leave

To improve efficiency and effectiveness the University System of Georgia is adopting a shared services strategy.

Effective July 1, 2009, Shared Services will include:

Online Time and Attendance/ Leave Approvals- paper processes will be eliminated! Monthly paid employees (**staff and faculty**) will record and seek approval for their sick and annual leave usage using the Shared Services Employee Self Service webpage. You will request annual leave or sick leave by entering in a date, and pushing a button to send that request to your next line supervisor whether it's a Dean, Director or Department Chair. Sick leave used after the fact will also be entered into the system and sent to the next level in the same way.

Bi-weekly paid employees (**this includes student employees**) will record hours worked on-line and also have their leave approved by the next level through an on-line system. Employees who are now swiping time cards into a time clock will continue to do that using a new barcode. These bar codes will be added to your existing VSU ID cards sometime in May. We will let you know when that will happen. Those employees who currently do not use time clocks will enter their time into the system, via the Shared Services Employee Self Services webpage.