

April 2, 2009

**On the Horizon- Shared Services-System Shut Down Dates**

Another Shared Services Announcement! Mark your Calendars!

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.

Due to the data conversion process: the Payroll Office and Human Resources Department will be unable to process any information from June 19<sup>th</sup> through July 17<sup>th</sup>. What does this mean for you?

- No payroll checks or corrections can be processed (including Off-Cycles, Direct Deposit cancellations)
- Employee Self Service for HRMS will shut down but Financials will still be available. Check your Employee Self Service pages prior to these dates.
- No Benefit changes can be processed.
- No Hiring can occur.
- No Leave changes can be reconciled.
- No extra comp forms can be processed.

Paycheck Date Changes:

Biweekly Employees will be paid on June 30th instead of July 3rd

Timesheet projections for biweekly employees will be required – dates will be announced soon.