

May 1, 2009

Shared Services- Update your Personal Information

In preparation for the change to the new Shared Services System, we encourage you to log on to the current Employee Self Service site at

http://www.valdosta.edu/finadmin/human_resources/selfservice.shtml

and update your personal information; including your home address and phone numbers. Also, make a copy of your May payroll statement for your records. Double check your leave accruals and correct any discrepancies now. Remember no corrections can be made to the system from June 19-July 17. If you need to make a change do it before June 19.