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To: staff@lighthouse.valdosta.edu; administrators@lighthouse.valdosta.edu; faculty@lighthouse.valdosta.edu
Subject: [Staff] Shared Services/ADP Open Training Sessions
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Attachments: [ATT00058.txt](#)

Shared Services/ADP Open Training Sessions

Tutorials and User guides are available at <http://www.valdosta.edu/finadmin/training/sharedservices.shtml> that cover how to register, add eTime, and record time.

For one-on-one assistance, we have scheduled the following sessions to provide assistance with registering, adding e-time and showing monthly, bi-weekly and student employees how to log time and leave. Note: The request leave feature is currently not available. Information regarding requesting leave will be forthcoming. **These sessions are open to student employees, staff and faculty.**

- Tuesday, June 2 from 8:30-11:30 in the Odum Library Rm. 3270
- Tuesday, June 2 from 1:30-4:30 in the Odum Library Rm. 3270
- Wednesday, June 3 from 8:30-10:00 in the Odum Library Rm. 3270
- Thursday, June 11 from 8:30-11:30 in the Odum Library Rm. 3270

No registration is needed for these open sessions.

Onsite departmental assistance may be scheduled in the afternoon on Wednesday, June 3 or Thursday, June 11 by emailing rbowes@valdosta.edu.