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Subject: [Staff] Shared Services-Parallel Testing and Biweekly Employees (currently using timesheet)
Date: Monday, June 01, 2009 4:37:41 PM
Attachments: [ATT00049.txt](#)

Shared Services-Parallel Testing and Biweekly Employees (currently using timesheet)

Parallel Testing for the New Human Resource system is now beginning. This is the phase of the project where data in our current payroll, timekeeping and benefits system (paper timesheets and Kronos timeclocks) runs in parallel with the new Shared Services/ADP (Human Resource) system.

This means that you will continue to fill out your timesheet and also use the on-line system during the month of June.

Starting today all biweekly employees should be registered and should begin to use the on-line system to record time.

The Biweekly eTime User Guide is located on VSU's Shared Services/ADP website:

<http://www.valdosta.edu/finadmin/training/sharedservices.shtml>

You can also go to the VSU main website, place your mouse over the Faculty and Staff menu item (without clicking) and select Shared Services/ADP.

****A training schedule for all of the different components of eTime is being finalized and will be emailed shortly****

****Remember you still need to fill out your time sheet.**

For faster service; if you encounter problems or have questions, email sharedservices@valdosta.edu. A Shared Services/ADP project team member will contact you as quickly as possible.

Please remember, the new Human Resources' system is still not fully live and not all functions are currently active. Thank you for your support during this process and your patience as we work through the issues.