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Subject: [Staff] Shared Services/ADP - Parallel Testing and Registration for all Employees
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Shared Services-Parallel Testing and Registration for all Employees

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.

All VSU employees (this includes student assistants, casual labor, grad assistants and part-time employees) should now register for the new system and add eTIME. If you are currently using a time clock please do NOT try to add eTIME. When registering for the new system, you will need a passcode. The VSU registration passcode is usg-6775.

The Online Tutorials and/or User Guides are 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.

As added assistance, representatives from HR and IT will be available in the Odum 3270 computer lab THIS Friday, May 29 from 8:30-11:30 am to assist any employee. No formal presentation will be given. Just stop by anytime during the three hour window for help.

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.