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To: staff@lighthouse.valdosta.edu; faculty@lighthouse.valdosta.edu; administrators@lighthouse.valdosta.edu
Subject: [Staff] Shared Services-Parallel Testing and eTime
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Shared Services-Parallel Testing and eTime

"Parallel Testing" is the phase of the project where data in our current Payroll, Timekeeping, and Benefits system, the PeopleSoft HRMS, is converted into the ADP system, and every participating campus in the University System of Georgia performs all activities simultaneously in both systems. Two payrolls will be run and the results will be compared to evaluate if the ADP system is working as designed. This is critical in ensuring that paychecks are correct when we go live with ADP.

Human Resources will need assistance from the VSU Community to complete the Parallel Test. [Information regarding classroom and online training](#) on the use of the new ADP system will be available [starting the latter part of this week](#). ADP assures us that passwords will be distributed in the next few days for all employees. You will use this to log into the new timekeeping section of ADP.

- **Biweekly employees who swipe time cards will swipe** their time into the new ADP terminals which will be provided around the campus. They will also continue to swipe into Kronos.
- **Regular biweekly** -will only need to log in and update eTime with hours worked and/or leave time. You will also utilize the new leave request functionality in eTime to make time off requests.
- **Monthly employees and Faculty-** will request and record leave time in eTime
- **Part time faculty do not need to use eTime since they do not report time or leave.**
- **Managers** will need to log in to both systems to approve time, and in eTime, leave requests.

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