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To: staff@lighthouse.valdosta.edu; administrators@lighthouse.valdosta.edu; faculty@lighthouse.valdosta.edu
Subject: [Staff] Shared Services-Recording Time for student assistants, casual laborers and part-time staff
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Attachments: [ATT00182.txt](#)

**Shared Services-Recording Time for student assistants, casual laborers and part-time staff
Time Stamp Starts Saturday**

It is important for all student assistants, casual laborers and part-time staff to record their time using the timestamp process beginning THIS Saturday, May 30, to coincide with the next payroll processing cycle.

Again, please refer to the SharedServices/ADP website for Online Tutorials and User Guides to assist you.

Supervisors, please make sure these employees register and begin clocking into the new system.

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 with registration and the time stamp process. No formal presentation will be given. Just stop by anytime during the three hour window for help.

Training/Information Sessions for benefited bi-weekly employees, monthly employees and supervisors required to approve eTIME will begin in the next two weeks.

Please remember, the new Human Resources' system is still not fully live and not all functions are currently active. You will also see inaccurate data. This is being worked on by the system office and ADP on a continual basis. Thank you for your support during this process and your patience as they and we work through the issues.