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**Subject:** [Staff] Shared Services/ADP Time Approver Sessions (Supervisors)  
**Date:** Monday, June 01, 2009 5:59:39 PM  
**Attachments:** [ATT00064.txt](#)

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### **Shared Services/ADP Time Approver Sessions (Supervisors)**

The following classroom sessions are scheduled for supervisors to learn how to edit and approve time worked. Registration is required and can be done online at [www.valdosta.edu/finadmin/training](http://www.valdosta.edu/finadmin/training). **Prior to attending the training sessions listed below, participants must have already registered for ADP Employee Self Service and added eTime.**

- Thursday, June 4 from 8:30-10:30 in Library Rm. 3270
- Thursday, June 4 from 3:30-5:30 in Library Rm. 3270
- Friday, June 5 from 8:00-10:00 in Library Rm. 3270
- Monday, June 8 from 2:30-4:30 in Library Rm. 3270
- Tuesday, June 9 from 10:00-12:00 in Library Rm. 3270
- Wednesday, June 10 from 9:00-11:00 in Library Rm. 3270
- Wednesday, June 10 from 1:00-3:00 in Library Rm. 3270
- Wednesday, June 10 from 3:00-5:00 in Library Rm. 3270

Additional sessions will continue to be added to the schedule and departmental sessions are available upon request. You can email [rbowes@valdosta.edu](mailto:rbowes@valdosta.edu) to schedule a customized session.