

Southern Polytechnic State University

# Shared Services Insider

## The University System of Georgia Shared Services Go Live Date Has Been Pushed Back to August 2009!!!

The University System of Georgia Shared Services initiative continues to be progressing well. All of the USG institutions who will be transitioning to shared services are currently participating in the parallel testing period and it has been a very productive effort. We sincerely appreciate your assistance and support as we have worked to make sure Southern Poly is on track and fully engaged in this very important testing period.

While the parallel testing period has been productive, it has also become clear to the various constituents involved with the project that additional time is needed to ensure the integrity and success of the project. To that end, an additional round of parallel testing has been added and the project "Go-Live" date has been moved to August 8, 2009. During the additional parallel testing period, employees and supervisors will need to continue entering and approving time and leave in ADP as well as using the paper timesheets and leave forms. Use of the paper timesheets and leave forms will discontinue effective July 31 and we will transition to the on-line system only. Here are highlights of the new payroll dates and information deadlines:

### Phase I Parallel: May 26 – June 19

Payperiod	Timesheet, on-line system time entry and EIF deadline	Paydate
May 30 – June 12 (Bi-weekly)	June 11, 2009	June 18, 2009

### Phase II Parallel: June 19 – July 31

Payperiod	Timesheet, on-line system time entry and EIF deadline	Paydate
June 1 – June 30 (Monthly including Grad Assts)	June 11, 2009	June 30, 2009
June 1 – June 30 (Summer Faculty only)	June 17, 2009	June 30, 2009
June 13 – June 26 (Bi-Weekly)	June 25, 2009	July 2, 2009
June 27 – July 10 (Bi-Weekly)	July 9, 2009	July 16, 2009
July 1 – July 30 (All Monthly including Grad Assts and Summer Faculty)	July 9, 2009	July 30, 2009
July 11 – July 24 (Bi-Weekly)	July 23, 2009	July 30, 2009
July 25 – August 7 (Bi-Weekly)	July 28, 2009	August 14, 2009

For full details, please refer to the updated payroll calendars posted on the [SPSU Shared Services website](#)



## **THIS JUST IN!!!**

### **The Students and Temporary Employee Online Time & Attendance Process Has Changed!!**

During our initial training sessions, students and temporary employees were advised that they would be using a “timestamp” method for capturing their time and attendance via the on-line reporting system. We (in HR and Payroll) were under the impression that this was a University system-wide mandate however, during the period of parallel testing, we have learned that this is not the case. We’ve had an opportunity to analyze our institutional business practices and have determined that using the timestamp method will impose an unnecessary administrative burden on supervisors, especially when time entry errors occur. Additionally, several supervisors and employees expressed concern over some of the logistical challenges caused by using the timestamp.

In light of these concerns and given the latitude we have to change this process, it has been determined that students and temporary employees will now use what is termed an Hourly View Timecard instead of the timestamp. The hourly view timecard is essentially an online version of the current paper timesheet in use. We have made the appropriate modification in our system and the change should be reflected in the employee’s online time entry panel. If students or temporary employees are still seeing the timestamp, please contact HR or Payroll for further assistance.

### **Technical Issues Resolved**



We know that many of you and/or your students have experienced problems with registering in the new system. We have been advised that many of the initial problems which were causing registration issues should now be resolved. Additionally, we have keyed all of the student summer employment data that we’ve received to date, so students should also be able to register at this time. If you were experiencing problems or were previously not active in the system, we ask that you please retry your registration at this time. For assistance with the registration process, please refer to the Training and Information Resources section of the SPSU Shared Services webpage which can be accessed by clicking [HERE](#).

**If you are registering for the first time, the Registration Code is USG-6775**

*Be sure to take a cruise around our Shared Services Website at*



<http://www.usg.edu/sharedservices/>

**You will find several helpful resources for getting registered and staying abreast of the project. Also, please note that updated payroll calendars as well as a new user guide to assist managers with the time approval and sign-off process have recently been added.**