

SUBJECT: ADP/PS Financials Reconciliation Phase II (Retiree Accounting and Adjustments) Workshop

POSTED: March 1, 2011

ANNOUNCEMENT

To notify users at all institutions using ADP and GeorgiaFIRST PeopleSoft Financials that training workshops for the ADP/PS Financials Reconciliation Phase II (Retiree Accounting and Adjustments) have been scheduled.

Regional work sessions consisting of training and hands-on reconciliation activities have been scheduled.

We strongly encourage participation from Benefit/Payroll and Accounting Personnel from each institution. Below are the scheduled sessions you may select from:

ADP/PS Financials Reconciliation Project Phase II - Retiree Accounting and Adjustments Workshop Schedule		
Date	Time	Location
Wednesday, March 23, 2011	10:00-4:00	Georgia Southern University
Thursday, March 24, 2011	10:00-4:00	Macon State College
Friday, March 25, 2011	10:00-4:00	Kennesaw State University

These workshops will be actual work sessions that will consist of limited lecture and “hands on” reconciliation activities using each institution’s production data.

We are assigning each institution to a location (see page 2). We will still need you to register your participants. To register, please go to <http://adpreconphase2.eventbrite.com/>. After registering, you will receive an order confirmation via email. We will also email the training material to you prior to your class.

Workshop Locations assignments		
Georgia Southern University (03/23)	Macon State College (03/24)	Kennesaw State University (03/25)
Georgia Southern University	Macon State College	Kennesaw State Univ.
Savannah State University	Fort Valley State University	Georgia Highlands
Skidaway Inst. Of Oceanography	Georgia College & State Univ.	Dalton State
Armstrong Atlantic State Univ.	Middle Georgia College	North Georgia College and State Univ.
Coastal GA Community College	ABAC	Southern Polytechnical State Univ.
Augusta State University	Columbus State University	Atlanta Metropolitan College
East Georgia College	Valdosta State University	Georgia State University
South Georgia College	Albany State University	Gainesville College
Waycross College	Darton College	Georgia Gwinnett College
	Georgia Southwestern State Univ.	University System Office
	Bainbridge College	
	Gordon College	
	Clayton College	
	State Univ. of West Georgia	
	Georgia Perimeter College	

SUPPORTING DOCUMENTATION

N/A

MORE INFORMATION AND SUPPORT

For a production down, business interrupting (emergency) situation, call the ITS Helpdesk immediately at 706-582-2001 or 1-888-875-3697 (toll-free within Georgia). For anything else, contact the ITS Helpdesk at http://www.usg.edu/customer_services (self-service support requests requires a User ID and Password; contact the ITS Helpdesk to obtain self-service login credentials), or email helpdesk@usg.edu.

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit <http://www.usg.edu/oit/policies>.