

SUBJECT: ADP/PS Financials Reconciliation Phase I (CES Accounting) Workshop

POSTED: January 10, 2011

ANNOUNCEMENT

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

Regional work sessions consisting of training and hands-on reconciliation activities have been scheduled. Each session will be limited to eight institutions, **and it is mandatory that Benefit/Payroll and Accounting Personnel from each institution attend.** Below are the scheduled sessions you may select from:

Date	Time	Location
January 26, 2011	10:00 – 4:00	Georgia Southern University
January 27, 2011	10:00 – 4:00	SSC, Sandersville
January 28, 2011	10:00 – 4:00	Macon State College
January 31, 2011	10:00 – 4:00	ITS, Athens
February 1, 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.

To register, please go to <http://adpreconphase1.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.

Registration for these classes closes on January 21, 2011.

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>.