



Shared Services Newsletter

March 31, 2009

OPEN FORUM THURSDAY, APRIL 16TH 10:00 - 2:30 MACON STATE COLLEGE

The next Open Forum will be held on Thursday, April 16th at Macon State College. The Forum will begin at 10:00 and continue until approximately 2:30, with lunch provided.

With training on the vanilla version complete, and User Acceptance Testing soon to start, this will be an opportunity to see our configured database, for the project team to share more important information with you, and to have more of your questions answered.

Due to the size of the room and number of attendees, it is difficult to have an effective live question and answer session. However, we do want to address your questions. For this Open Forum, please submit your questions in advance to debbie.lasher@usg.edu. That will ensure that you get answers to your questions that day. In addition, we will have index cards where you can add additional questions during the forum as you think of them and the answers will be added to the website. As you formulate your questions, please refer back to the questions and answers from the prior Open Forum. They are listed on the Shared Services website and the answer to your question could already be included.

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

There is space for each institution to have 10 attendees at the Forum, which will be held in the new building at Macon State College. There will not be a registration fee, but we will need a head count for planning lunch. Please provide your headcount to asims17@kennesaw.edu by Friday April 10th. A detailed Agenda and Directions and will be added to the Shared Services website and distributed to all the list serves the week of April 6th.



Benefits Training

The will be a total of 4 Webinar sessions offered for Benefits Training. Each session is 2 hours and it is only necessary to attend one of the sessions. These sessions are for the core benefits users. Later in the year, before open enrollment, training will be provided for end users. The dates and times are below.

2 Sessions – Wednesday, April 8th – 10:00 - 12:00 and 2:00 – 4:00

1 Session – Thursday, April 9th - 10:00 – 12:00

1 Session – Tuesday, April 14th - 1:00 – 3:00

Look for the next Newsletter at the end of April!!