



# Shared Services Newsletter

October 1, 2008

## ***What has been accomplished in the past two weeks?***

**Campus Coordinators** and **IT Representatives** have been identified for the project. As in prior projects, the Campus Coordinators have the responsibility of coordinating communication between the institutions and the project team. And of course the requirements are similar for the IT Representatives for the IT area. These lists will be added to the Shared Services website as new options on the left side of the screen. **Thank you to these individuals for serving in these critical roles!!**

The week of September 15<sup>th</sup> was the second week of eTIME analysis as the project team continued to provide information on current processes to ADP and see the functionality of the system. Also, during these two weeks Georgia State University and the Kennesaw State University conducted demos of our current systems for the ADP project team.

Other sessions included Manage Faculty Events, starting the afternoon of Wednesday, September 24<sup>th</sup> and continuing in a session the next morning. Then a Position Management session that afternoon completed the week for scheduled Business Analysis sessions.

In addition to the larger analysis sessions, each individual project team has weekly conference calls to touch base and share information if their area was not one of the areas covered during the scheduled Business Analysis Sessions.



## **Newsletter Highlight: Surveys**

**Thank you for your assistance during the past month!! Project team members have sent several surveys to your institutions asking for information on everything from pay cycles to benefits. We know that you are extremely busy and really appreciate your taking time to provide this information. If you have not yet submitted your information, please do so as soon as possible. This helps ensure that everyone's needs are included!**

## **Meet the Payroll Team!!**

Lead: Robert Elmore – Georgia State University  
Co-Lead: Lucy Sirmon – Kennesaw State University

John Jacobs – Bainbridge College  
Shawn McGee – GA Southwestern State University  
Beth Kennedy – Georgia Southern University  
Julie Rowe – Kennesaw State University  
Clorette Riddle – Augusta State University  
Sallie Guy – Georgia College & State University

Vivian Brannen – Savannah State University  
Vickie Smith – Clayton State University  
Karen Iler – Georgia Southern University  
Rosezella Ward – Valdosta State University  
Wendy Jacobson – Georgia Southern University  
Machelle Powell – Valdosta State University

**Be sure to check the Shared Services website <http://www.usg.edu/sharedservices> at the first and the middle of the month for the latest Newsletter.**