

May 27, 2009

To: All Monthly and Bi-Weekly Employees but not Student Workers

From: Sherry Humphrey, Dalton State ADP Trainer

Subject: ADP Registration Begins Today

This communication is being sent to notify all employees that the new ADP Registration Pass Code is **USG-6775** (not case sensitive). This information is needed to register for an ADP provided User ID and to create a password to access the new human resource and payroll system. Student Workers will be notified under a separate email to address time entry options, etc.

We have attached a booklet that walks you through the registration process. The registration steps are noted as steps 1 through 8 (pages 3 through 6) of the booklet. Once you have successfully registered, please send an email to this address: [adp\\_registration@daltonstate.edu](mailto:adp_registration@daltonstate.edu) so we can provide you with your ADP ID number so you may proceed to the next steps of adding eTime to your user profile. This is a new step that was not previously discussed in our training sessions. However, adding eTime services to your user profile is noted in the same booklet on pages 6 through 8.

Even though some employees have not attended a training session, we would like for you to register using the booklet attached. Once you have registered and added eTime services to your user profile, we need all employees to begin swiping their badges (for badge employees), entering your time entries or exceptions (vacation and sick) into the new ADP system. You will continue to record on your time sheets as we still need these to pay you in our existing PeopleSoft payroll system until the end of June 2009. However, during the weeks of May 25<sup>th</sup> until June 19<sup>th</sup> our goal is to perform parallel testing to ensure that the new system is accurately paying all employees.

If you have any questions or problems with the registration process or adding eTime to your user profile, please contact me at [shumphrey@daltonstate.edu](mailto:shumphrey@daltonstate.edu) or my phone extension 4486. If I am not available, you can contact HR or payroll.