

May 27, 2009

To: All Student and Casual Workers

From: Sherry Humphrey, Dalton State ADP Trainer

Subject: ADP Registration Begins Today

This communication is being sent to notify all student and casual workers 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.

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 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 student or casual workers may 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 would like for you to record the time entries by accessing the portal and clicking on the menu option for Time. Then on the Time page in the section titled, Time and Attendance, click on the "All other employees: Click [Here](#) to access eTIME". This will either let you use the time/date stamp to record your in/out time. If you instead, receive an error message that indicates a problem with your java scripts, you need to contact us at the above email address to let us know about the java script issue. In the meantime, this means that you will need to have your manager/supervisor record your in/out times for each day until we have established the kiosks for recording your time stamps.

Remember! 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 25th until June 19th 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 or my phone extension 4486. If I am not available, you can contact HR or payroll.