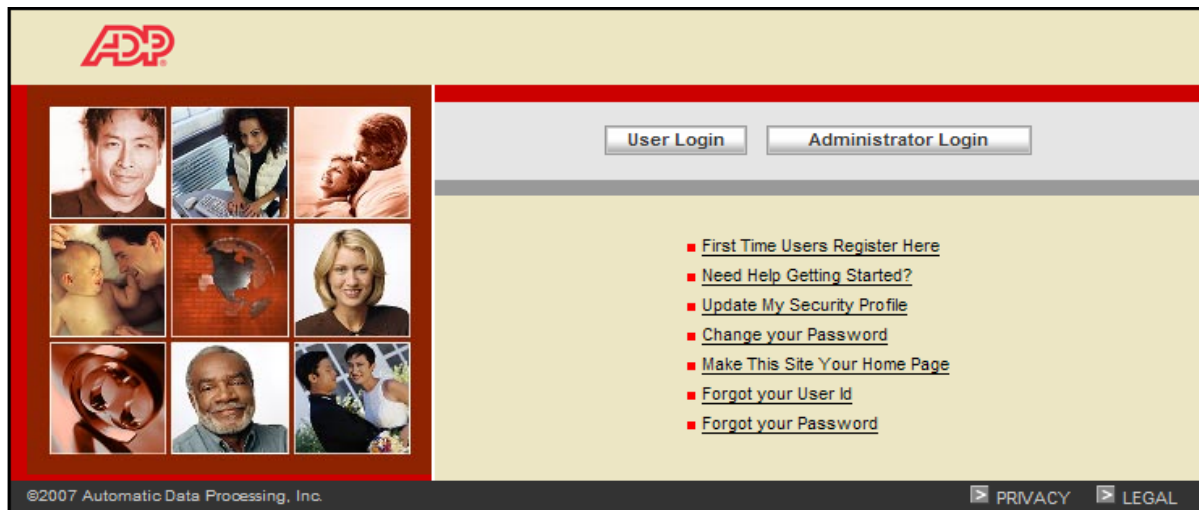


SHARED SERVICES



The University System of Georgia Shared Services Project will result in Georgia State University faculty and staff being paid through ADP, the nation's largest payroll vendor. It will also result in the transitioning from PeopleSoft HRMS to the ADP time management product. This initiative will also assist HR and Payroll departments in optimizing their resources in support of faculty and staff. You, as the employee, will also be able to access your benefits to view and make changes 24/7.

How do we get information about the new system?

With the new ADP system being implemented on August 8, 2009, Human Resources will be assisting all members of the Georgia State University Community to understand how it affects each role. Your manager will notify you as to when to start using the new ADP system. Online training on the use of the new ADP system is now available (see Payroll/Benefits System ADP Training Site link below). Taking the time to review and complete this online training prior to entering data by those selected to participate will make the new application easier to use and the process less confusing.

For additional information, please take a moment and review the Helpful Links (below). Additional questions can be sent to Benefits via email to benefits@gsu.edu or 404-413-3330.

Log on to ADP Portal Here: [ADP PORTAL](#)

Helpful Links:

- [USG Shared Services](#)
- *Frequently Asked Questions about ADP*
- *Glossary of Terms*
- [Payroll/Benefits System ADP Training Site](#)

ADP® FREQUENTLY ASKED QUESTIONS

This project, aimed at helping the system achieve goal six of the Board of Regents strategic plan, calls for attaining best-in-class efficiencies for our administrative support functions in the University System of Georgia.

What is the Shared Services Strategy?

Shared Services is the consolidation and streamlining of an organization's administrative support functions, such as payroll and accounts payable, into a "Shared Services Center" to ensure the most efficient and effective service delivery possible.

Why are we pursuing the Shared Services?

The shared services model will enable the University System to increase the quality and consistency of information, increase functionality and service to customers, facilitate the management and control of risk -- especially where one person is performing a critical function, and reduce costs through economies of scale. The most tangible benefits will be around processes, people, and technology.

What is ADP?

ADP (Automatic Data Processing, Inc) is the company in which the Board of Regents has contracted with to implement the new Enterprise Human Resources System and Time & Labor System.

When will the new system be implemented?

August 8, 2009

What will change with the new ADP system?

- New Employee Self Service (ESS)
- Manger Self Service (MSS)
- Online Benefits System (BOSS)
- ADP Services (paycheck processing, on-line W-2, retiree billing, cobra billing)
- Paperless payroll and benefits system

Who will be affected by the ADP conversion?

Biweekly staff, monthly staff, faculty, student employees, retirees, and cobra participants.

Who do I contact for questions and/or support?

Human Resources at (404) 413-3330.

What is Employee Self Service (ESS)?

Employee Self Service allows employees to enter or update addresses, phone numbers, dependent information, set up direct deposits, enter emergency contacts, change tax withholdings, and view iPay (pay statements).

What is Manager Self Service (MSS)?

Manager Self Service will be used by managers/supervisors to perform job actions currently processed through the Personnel Action Form.

What is BOSS?

Boss (Benefits Outsourcing System) allows employees to enter or update benefit specific data for elections, dependents, family status changes, etc.

What is E-Time?

E-Time is used to process payroll. E-Time includes all aspects of data entry, editing, scheduling, and reporting of time.

Will I use the same employee ID number?

No. All employees will be assigned new employee ID numbers through ADP.

When will training take place?

Training is currently taking place on campus.

Who will need to be trained?

Identified managers and supervisors will go through Manager Self Service. (MSS)

Biweekly, monthly, and faculty will go through E-Time training to report hours worked and leave time. Department supervisors will train their student workers to use the timestamp method.

How will the conversion affect retiree billing?

ADP will collect all benefit payments. Participants will no longer be able to make payments through Georgia State University.

How will the conversion affect COBRA participants?

ADP will handle all COBRA activities, which includes payments.

How will paycheck disbursements be affected?

For employees on direct deposit, there will be no changes. Your paycheck will be direct deposited into your account on the scheduled pay dates.

For employees who are not on direct deposit, paychecks will be mailed from an ADP processing center to your home address on record.

GLOSSARY OF TERMS

The new payroll system brings with it a new vocabulary. A few of the acronyms that you will hear on a regular basis are:

BOSS Benefits: The BOSS (Benefit Outsource System Solution) module allows employees to enter or update benefit specific data. It will allow the employee to electronically make elections, add and delete dependents, and other family status changes. We anticipate that Open Enrollment will be “online” this year.

ESS (Employee Self Service): This module is the part of the system that will allow the employee to view their benefits, make changes to their home address, review their on-line pay information, and W-2 printing at the end of 2009.

EV5: This is the actual “Enterprise Version” software that is used for processing of the payroll.

MSS (Manager Self Service): This module will allow the manager the options to hire, make data changes on an existing employee, initiate retirement, and terminations. It is controlled by a security table and has workflow associated with it.

What is eTIME?

eTIME is the module in the ADP system that provides a way for an employee to record time and attendance electronically. We will use eTIME to replace paper time sheets. The data will be stored electronically. Timesheets remain available to be viewed for any date range that was captured in the system.

The eTIME system will also be used by monthly (exempt) faculty and staff to record their sick and vacation time.