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TO: All Employees
CC: Edward B. Jolley, CPA, Vice-President of Fiscal Affairs
FROM: Mary H. Loomis, CPA, Comptroller
DATE: June 9, 2009
RE: Important Payroll Dates for ADP Parallel and Conversion

The Go Live Date for ADP Payroll has been extended to August. The first payroll scheduled on the ADP system is a bi-weekly on **August 28th**. Again, this is a project shared with 31 other universities and the University System of Georgia office as part of the Board of Regents shared services initiative and we will all be going live AT THE SAME TIME. ETime (time cards) for the new system will be LIVE effective **August 1st for monthly and August 8th for bi-weekly**. All of your time and payroll will be reported in the one system on these effective dates.

We are continuing with TWO phases of payroll parallel in order to correct data and ensure that the system is working properly. In the first phase we have noted that **managers are not ensuring that time is entered into the system the same as the manual record and are NOT approving their time cards**. Keep in mind that the new system is MANDATORY and it is ESSENTIAL that MANAGERS/SUPERVISORS approve time cards by the time specified to ensure that employees are PAID.

Managers will be held ACCOUNTABLE when employees are paid incorrectly or not paid due to their lack of approval. The level of accountability will be determined by the Vice-President of Fiscal Affairs in conjunction with the President.

ALL EMPLOYEES ARE REQUIRED TO PARTICIPATE IN PARALLEL TESTING AND ANY LACK OF ACCOUNTABILITY WILL BE REPORTED TO YOUR SUPERIOR.

In order to accommodate parallel testing, data conversion, and go-live the following payroll dates and times have been put in place:

June 12, 2009, FRIDAY

12:00 Noon 05/30-06/12 BIWEEKLY timecards due to managers in **HARD COPY & on ADP SYSTEM.**

3:00 P.M. Manager ON-LINE approval and matching manual timecards forwarded to PAYROLL.

NOTE FOR BADGE EMPLOYEES ONLY: Managers must ensure that time entered into the ADP system matches the manual time card for badged employees. Corrections to ADP time (to match manual time) are to be made by the MANAGER. Managers/Supervisors **must turn in both the HARD COPY and have approvals completed by 8:30 a.m. on Monday, June 15.**

June 19, 2009 pay date BI-WEEKLY.

JUNE 15, 2009 – All LEAVE REQUESTS for MONTHLY EMPLOYEES MUST BE TURNED IN TO HR! THESE LEAVES should also be put into ADP and APPROVED for the month of June, 2009.

June 18, 2009

12:00 Noon 06/13-06/26 BIWEEKLY timecards due to **PAYROLL – MANUAL ONLY.** Estimates must be made for the 18th-26th. **BADGE EMPLOYEES will also be due at the same time.** Badge managers may use times off the time clock, but they must put them on the manual time card and approve – ALL BIWEEKLY EMPLOYEES will be paid from MANUAL time cards for this two-week period, but should continue to use eTime to record time and let us know of problems with access. We will not be pulling e-Time for this two-week period for BIWEEKLY. We must get these TIME CARDS by the DUE DATE specified in order to pay these employees on JUNE 30th, as originally intended. **BADGE AND BIWEEKLY EMPLOYEES will be required to start using ADP and manual time again on JUNE 27th.**

THIS WILL NOT BE INCLUDED IN PARALLEL TESTING DUE TO THE ADP SYSTEM SCHEDULED DOWN TIME JUNE 22-26.

June 30, 2009 pay date BI-WEEKLY and ¾ EXTENDED SESSION

June 19, 2009

12:00 Noon **MONTHLY ADP TIMECARDS FOR JUNE** completed for exceptions (leave time) by employees.

NOTE: Monthly employees are paid on a monthly basis and only enter leave time on their reports. This leave for the month of June should tie to the leave requests that were turned in by the 15th. Additionally, any sick days taken but not requested should be populated if known by this date. **ANY EMPLOYEES requiring assistance should come to training labs.**

3:00 P.M. **Manager ON-LINE approval.** No manual time card is required, but managers must approve all monthly employees to assure that they have taken appropriate leave time. After go-live, leave requests will automatically populate a monthly employee's time card when approved.

June 26, 2009 pay date for MONTHLY and SUMMER SESSION I.

July 10, 2009

FINAL EXTENDED SESSION PAY DATE.

PARALLEL TESTING, PHASE II, and PR PROCESSING PRIOR TO CONVERSION:

July 10, 2009, FRIDAY

12:00 Noon **06/27-07/10 BIWEEKLY** timecards due to managers in **HARD COPY & on ADP SYSTEM.**

3:00 P.M. **Manager ON-LINE approval and matching manual timecards forwarded to PAYROLL.**

NOTE FOR BADGE EMPLOYEES ONLY: Managers must ensure that time entered into the ADP system matches the manual time card for badged employees, make any corrections to the system, and **must turn in both the HARD COPY and have approvals completed by 8:30 a.m. on Monday, July 13.**

July 17, 2009 pay date BI-WEEKLY.

JULY 15, 2009 – **All LEAVE REQUESTS for MONTHLY EMPLOYEES MUST BE TURNED IN TO HR! THESE LEAVES should also be put into ADP and APPROVED for the month of July, 2009. These are the LAST MANUAL LEAVE REQUESTS to be accepted. Anything after July 15 will have to be entered into the new system for the month of August.**

July 17, 2009, FRIDAY

12:00 Noon 07/11-07/24 BIWEEKLY timecards due to managers in **HARD COPY & on ADP SYSTEM.**

NOTE FOR BADGE EMPLOYEES ONLY: Managers must enter time into the ADP system for badge employees for time estimates 7/17 through 7/24, and also ensure that ADP system time agrees to manual time cards for all other dates reported. BADGE employee timesheets (Manual and System) are ALSO due by **12:00 from the employee, and 3:00 p.m. from the MANAGER/SUPERVISOR.**

MONTHLY time cards also due from employees (enter exception/leave time only).

3:00 P.M. Manager ON-LINE approval **and** matching manual timecards forwarded to PAYROLL for BIWEEKLY (INCLUDING BADGED EMPLOYEES).

MONTHLY MUST ALSO BE APPROVED AT THIS TIME as they will be paid on the same date as bi-weekly (7/31).

July 31, 2009 pay date BI-WEEKLY & MONTHLY.

July 24, 2009, FRIDAY

12:00 Noon 07/25-08/07 BIWEEKLY timecards due to managers in **HARD COPY & on ADP SYSTEM.** This time period is based upon an estimate, but must be put into both systems for parallel testing. I would recommend that managers require an earlier due date from their employees to ensure that they meet the 3:00 p.m. deadline on this Friday.

NOTE FOR BADGE EMPLOYEES ONLY: Managers must ensure that the time from the manual time cards is entered into the system for badge employees for this two-week period. Since this is an estimate, BADGE EMPLOYEES should turn in their MANUAL time cards to supervisors on July 22 so that managers will have sufficient time to enter into the parallel system. **BADGE MANAGERS/SUPERVISORS must get this time in the ADP system and turn in the manual time card by the 3:00 p.m. deadline in order for us to get these checks cut to be available when the systems are down.**

3:00 P.M. Manager ON-LINE approval and matching manual timecards forwarded to PAYROLL for BIWEEKLY (INCLUDING BADGED EMPLOYEES).

August 14, 2009 pay date BI-WEEKLY.

July 31, 2009

Summer Session II pay date. We were able to move this up from August 7th due to the Go Live extension.

GO LIVE (ADP System ONLY):

August 1, 2009

ETime (time card) go live for MONTHLY EMPLOYEES. Your exception time (including leave requests) should be put on the system starting this date.

NOTE: If you take leave days (sick, vacation, etc.) at the end of the month of July for which you did NOT take leave request then your manager will require you to put that leave in the month of August on days you reported for work so that your leave bank is reduced. The responsibility for MONITORING & APPROVING LEAVE is on those at the MANAGER LEVEL and is subject to audit.

August 8, 2009

ETime (time card) go live for BI-WEEKLY EMPLOYEES. All leave should be requested in the system and you will be required to account for any leave taken in the last pay period, but not accounted for. See NOTE above.

August 21, 2009, FRIDAY (BI WEEKLY must always be APPROVED by 3:00 p.m. on the FRIDAY BEFORE THE BI-WEEKLY PAY DATE in ADP

12:00 Noon 08//08-08/21 BIWEEKLY timecards due to managers

3:00 P.M. Manager ON-LINE approval completed.

NOTE FOR BADGE EMPLOYEES ONLY: Managers must ensure that time is entered into the system, review for punch errors, and approve **8:30 a.m. on Monday, August 24,** to ensure that employees are paid. **BADGE EMPLOYEES will always be due BY NOT LATER THAN 8:30 a.m. on the MONDAY BEFORE THE FRIDAY PAY DATE.**

August 28, 2009 pay date BI-WEEKLY.

NOTE:

If managers do NOT meet the deadlines, then they run the risk that their employees will NOT BE PAID and the MANAGER will be held ACCOUNTABLE.

August 21st is also the deadline for MONTHLY time cards. As a general rule MONTHLY TIME CARDS should be entered by the employee by noon, and APPROVED by the MANGER by 3:00 p.m. on the 20th of the month.

August 31, 2009 pay date MONTHLY.

For monthly, the same times apply to these dates:

SEPTEMBER 22 to process and pay monthly by **September 30.**

OCTOBER 23 to process and pay monthly by **October 30.**

NOVEMBER 20 to process and pay monthly by **November 30.**

The monthly payroll for December may be issued early, but this date will be established by the USG office. All universities are now processing payroll to issue on the same pay dates. We must comply with the dates noted in order to get our payroll processed timely and accurately.

Please don't hesitate to contact us if you have any questions or concerns. We are working very hard to make this transition as smooth as possible for everyone. Thank you for your participation and understanding as USG migrates to the Shared Services environment.