

# Laker Lines e-zine

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## New In This Issue...

Laptop (with JRE 6u6) Required for ADP Training  
Group Exercise Classes Return Today

## Shared Services Is Here

The news has been out for several weeks that Shared Services was coming. Today's news is that it is here. We are in the process of checking out the data now and some groups have begun using it. Effective next month, everyone will need to be up to speed on the new ADP Employee Self Service in order to enter time and attendance information, request vacation, to view your paycheck information and all the other benefits from the new system. All managers will need to begin using Manager Self Service to approve time, vacation requests and all the other functions in managing the payroll data for your team members.

To assist you in getting up to speed, we have set up an ADP Training Schedule. Training classes for the new ADP Employee Self Service (ESS) and Manager Self Service (MSS) modules have been scheduled from June 1 to June 12 in the Baker Center, room 138. Please go to <http://adminsivices.clayton.edu/ohr/adp/classroom.htm> and select Workshop Calendar to view schedule and register. Limit 20 employees per session. When registering, please use this format as your user name ccsu\username.

More training will be scheduled during July and help will be available via phone and email. For more ADP information go to the Human Resources web page -- <http://adminsivices.clayton.edu/ohr/adp.htm>.

## Laptop (with JRE 6u6) Required for ADP Training

Please be advised that you will need to bring a University issued laptop to the ADP Training Workshops. If you do not have one, please contact The HUB Service Desk to gain access to a Departmental issued Laptop.

The new ADP software requires JRE 6u6. You can get this version from the CSU shared folder Z drive. You will need to log in to be able to access the file. Click the following link Z:\ADP then double click on jre-6u6-windows-i586-p.exe, click run and it will be installed or notify you that it has already been installed on your computer. You do not need to reinstall if you receive this message.

Or, you can bring your laptop to the HUB prior to your workshop and the HUB will install it for you. It will take less than 10 minutes to install but you may have to wait longer than 10 minutes for an available analyst because this is the beginning of a new semester. If your department has departmental laptops, the HUB recommends that you bring all of them to the service counter for updates prior to your department attending workshops. You can drop them off and we will call you when they are ready.

## **This Week at Clayton State**

### **Graduation Application Deadline Today**

The Office of the Registrar would like to remind all that students who plan on graduating in December 2009 have a deadline to turn their graduation application and \$35 application fee of Monday, June 1, 2009.

### **Group Exercise Classes Return Today**

Group Exercise Classes are back for summer at the Fitness Center in the Student Activities Center! Classes start June 1 and run through July 30 from 5:30 p.m. to 6:30 p.m.

Monday – Cardio Kick Plus  
Tuesday – Step & Sculpt  
Wednesday – Steppin’ Blast  
Thursday – Body Pump

Classes are open to all students and employees and alums who are members of the Fitness Center. All fitness levels are welcome.

Try something new; be inspired; and get in shape! Questions? Stop by the Fitness Center or Contact Elizabeth Rocco at (678) 466-4975 or [ElizabethRocco@clayton.edu](mailto:ElizabethRocco@clayton.edu).

## **Upcoming Events**

### **School of Graduate Studies Open House, June 9**

The Clayton State University School of Graduate Studies will be holding its next monthly informational Open House on Tuesday, June 9 from 5:30 p.m. to 7:00 p.m. in the Spivey Conference Room of the University’s Harry S. Downs Center.

The Open House will give prospective graduate students a chance to learn more about the Master of Arts in Liberal Studies, Master of Arts in Teaching English, Master of Arts in Teaching Mathematics, Master of Business Administration, Master of Health Administration, and Master of Science in Nursing. The Clayton State School of Graduate Studies regularly holds open houses on the second Tuesday evening of each month.

## **Foundation to Honor Fayette Commissioners and Development Authority, June 11**

In recognition of the long-standing generosity and support of higher education of the Board of Commissioners of Fayette County and the Fayette County Development Authority, the Clayton State University Foundation will be installing a plaque of appreciation at the Clayton State -- Fayette instructional site on June 11, 2009.

In addition to unveiling of the plaque, the 3 p.m. ceremony at Clayton State – Fayette, located at 1200 Commerce Dr., Peachtree City, will commemorate the contribution of funds for furnishing the facility.

## **Everybody Loves Row, June 17**

As we know, all good things must come to an end. Row Anderson is retiring and we will definitely miss her. Please join Budget & Finance as we wish her well on Wednesday, June 17 from 2 p.m. to 4 p.m. in the Downs Center, room 101.

## **Campus Acreage Changes**

Note: With the acquisition of the Atlanta Bible College property (aka Clayton State University – East), the Clayton State main campus is now 175 acres (compared to the previous 163).

## **Fiscal Year End 2009 Deadlines**

Check Request and Travel Reimbursement Deadlines:

- ◆ June 19, 2009- Last day for all travel related requests for FY 2009 submitted to Procurement Services.
- ◆ June 19, 2009- Last day for all check requests for FY 2009 submitted to Procurement Services.
- ◆ June 26, 2009- All checks to be processed for FY 2009.

Due to the database consolidation project, no checks for FY10 will be processed until July 13, 2009. FY10 purchase orders may be submitted beginning July 1, 2009.