

Laker Lines

Volume 4, Number 65 - Wednesday, June 3, 2009

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Monthly Alert Testing Tonight at 6

Amber Dimkoff's Goodbye Party, June 4

Locks Will Be Cut Off at the SAC Fitness Center, June 5

June 15 Deadline for Printing/Copying on this Year's Budget

Timesheet Date Changes

Hopefully now you have had a chance to review the revised payroll schedule. Per the schedule you are asked to turn in two sets of timesheets that include the June 12 and June 26 pay end date time periods. Both due on June 10.

You will need to estimate June 10 to June 12 for the first pay period and estimate all of the next pay period, which is June 13 to June 26. Payroll needs to have these in their office no later than noon on June 10.

If there are any questions, please contact Mary Coursey or Sonya Sotomayor (oops, wrong Sonya, although she could probably give you a ruling... make that Sonya Holtzclaw).

This Week at Clayton State

Monthly Alert Testing Tonight at 6

On Wednesday, June 3, at 6 p.m., the Office of Public Safety will be doing the monthly testing of the campus alert system.

Amber Dimkoff's Goodbye Party, June 4

Please join us as we celebrate Amber Dimkoff's five years as a wonderful education manager at Spivey Hall. This summer she will move to Bloomington, In., to pursue a graduate business degree at Indiana University's Kelley School of Business. (Although IU is one of the great party schools of all time, she promises to be all business there.) The party will begin at 4 p.m. on Thursday, June 4; remarks will begin at 4:30 p.m. Children are welcome to attend. (If you've read the most recent Laker Connection, you know how she feels about children...) Kindly RSVP

with the number and names of the people who will attend by emailing debrahteske@clayton.edu or calling (678) 466-4491.

Locks Will Be Cut Off at the SAC Fitness Center, June 5

Fair Warning! Locks will be cut off lockers in the SAC Fitness Center this Friday, June 5 unless you have renewed your locker rental (\$20). If you cannot make it in by Friday, please contact Brandon Marshall no later than Friday, noon at (678) 466-4976 to explain your situation. All contents will be bagged for 14 days prior to donation to charity. It will cost you \$5 to get your items returned to you.

Group Exercise Classes Return

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.

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.

June 15 Deadline for Printing/Copying on this Year's Budget

Monday, June 15 is the last day to have any printing and copying put on this years budget. Everything after this date will go on next years FY10 budget. How are your business cards, letterhead, envelopes, bookmarkers and forms?

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.

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.

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.