

## **New Human Resources/Payroll System Will Go Live July 2009**

### **What is it?**

*The University System of Georgia is converting from PeopleSoft HRMS to ADP Enterprise Systems as our Human Resources and Payroll database and processing system, effective July 2009.*

### **What does this mean for CSU employees?**

- *Employee self service will include electronic time entry for bi-weekly employees.*
- *Employee self service will include electronic leave entry for monthly employees.*
- *Processing time for payroll will be shorter – deadlines will be earlier with no flexibility. It will be critical that deadlines for time entry, personnel changes, etc. are strictly adhered to in order to process pay accurately.*
- *Direct deposit service will remain the same.*
- *Paper checks will be mailed by ADP to the employee's home address.*
- *Pay cards will be available for employees who are hesitant to utilize direct deposit, but prefer the convenience of electronic payment. Pay cards are similar to debit cards and pay will be electronically credited on the pay date just like direct deposit.*
- *Benefits self service will be activated. Employees can view benefits and make some changes electronically.*

**Look for more information as the July implementation approaches. Training on the employee self service system will be coming soon. Please feel free to contact your human resources /payroll department if you have any questions.**

Human Resources  
Richards Hall, room 228  
Phone: 706-568-2005  
Fax: 706-569-3098  
hr@colstate.edu