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8-25-2009

### ADP Approval Form

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Carton, Jean-Paul, "ADP Approval Form" (2009). *Faculty Senate Index*. 241.

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# ADP Approval Form

Submitted by: Jean-Paul Carton

8/25/2009

## Question:

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Is there a way the ADP monthly approval form could be made to say what it is supposed to say? Are there legal implications to the way it is currently set up? (see rationale)

## Rationale:

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After reading the instructions carefully and talking at some length with my chair and IT, I signed for the first time (I think) a document that said the opposite of what I (it?) meant, i.e., that I worked 0 hours during the month of August when I actually meant that I had taken no leave. IT informed me that it was OK and that I did what I was supposed to do. Is it really OK? Did I make a mistake?

## Response:

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ADP monthly approval form from Jean-Paul Carton on 8/25.

Response: "The Human Resources and Payroll Departments are prepared to answer all questions concerning ADP. They have prepared answers to Frequently Asked Questions on their website at <http://jobs.georgiasouthern.edu/ADP/FAQ.htm>. Because of the large call volume on a wide variety of questions and issues, the ITS help desk is logging and managing all ADP calls. You can contact the IT help desk at x85429."

## From Steve Burrell: 8/26/2009:

Response: The ADP HR and payroll system is operated by the University System Shared Services organization and is shared among 34 USG institutions. No institution can change the functionality or terminology of the system. Each institution has limited ability to brand our portion of the ADP portal with a logo and basic messages.

Question: Are there legal implications to the way it is currently set up? see rationale)

Response: Any legal opinion on ADP would be the purview of the University System.

RATIONALE: After reading the instructions carefully and talking at some length with my chair and IT, I signed for the first time (I think) a document that said the opposite of what I (it?) meant, i.e., that I worked 0 hours during the month of August when I actually meant that I had taken no leave. IT informed me that it was OK and that I did what I was supposed to do. Is it really OK? Did I make a mistake?

Response: For faculty and staff paid monthly, ADP is configured to be an exception-based time reporting system. That is to say, only the time taken off from work is to be recorded. For faculty, this means that only sick time needs to be recorded. Electronic approvals indicate that you are certifying that the sick time recorded on the form is accurate. And so, Jean-Paul, it really is OK and you did not make a mistake. Thanks for completing the form with your approval.

The Human Resources and Payroll Departments are prepared to answer all questions concerning ADP. They have prepared answers to Frequently Asked Questions on their website at <http://jobs.georgiasouthern.edu/ADP/FAQ.htm>. Because of the large call volume on a wide variety of questions and issues, the ITS help desk is logging and managing all ADP calls. You can contact the IT help desk at x85429