



# TIGERi Events



## BengalWeb Blast Off December 1

All employees will be able to start using BengalWeb (ISU's new web portal that will become the "point of entry" to online activity) on December 1, 2008. BengalWeb brings you:

- Access to electronic services and information in a single, easy-to-navigate site.
- Access to employee information, Moodle, and much more!
- Personalized content that you can customize to suit the way you work.

BengalWeb will be available at [bengalweb.isu.edu](http://bengalweb.isu.edu). To log in, employees will need their **User Name** and **Password**. Your BengalWeb User Name and Password are the same as for your ISU e-mail. Please note that any changes made to your Personal Information channel will not be permanent until December 17.

## BengalWeb Ribbon Cutting & Information Fair

The Ribbon Cutting with President Vailas and Vice President Fletcher will be at 10 am on December 1 in the PSUB Ballroom. An Information Fair will follow from 10:30 a.m.-4:00 p.m., including demonstrations of web time entry, customizing BengalWeb, and more!

The fair will also feature TIGERi, Service Desk, and ITRC booths. A mini-computer lab will be available for practicing web time entry and using BengalWeb.

A similar Information Fair has been scheduled for the Idaho Falls campus on Dec. 3 from 10:30 a.m.-2 p.m. in the Bennion Student Union Multipurpose room.

Door prizes will be given away hourly!



Prices donated by local organizations.

In this edition:

- Web Time Entry Essentials
- Where Do I Find Training?
- Tell Us What YOU Think
- Expectations

David Alexander  
Project Manager  
[alexdavi@isu.edu](mailto:alexdavi@isu.edu)  
(208) 282-3882

Cali Bell  
Communications  
[bellcali@isu.edu](mailto:bellcali@isu.edu)  
(208) 282-4446

Marjanna Hulet  
Associate Trainer  
[hulemarj@isu.edu](mailto:hulemarj@isu.edu)  
(208) 282-2598

Rae Hanson  
Management Assistant  
[hansrae@isu.edu](mailto:hansrae@isu.edu)  
(208) 282-3424

Debra Shein  
Training Manager  
[sheindeb@isu.edu](mailto:sheindeb@isu.edu)  
(208) 282-2554

[www.isu.edu/tigeri](http://www.isu.edu/tigeri)

## Let Us Know What YOU Think



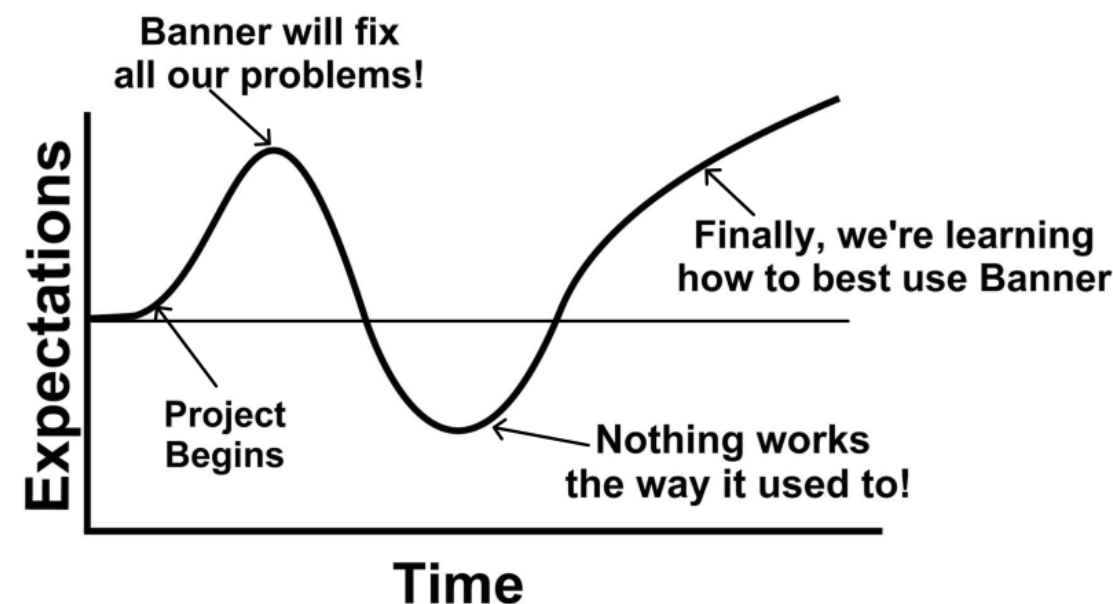
### A Community Endeavor

A truly excellent web portal does not spring into life fully grown. A new portal is an infant that requires careful nurturing; it needs input from all of its users if it is to become the most useful resource possible.

If you don't see a link or a channel or other feature you need, let us know. If the information you see should be corrected, let us know. We're all on a safari to the future together.

Your feedback is always welcome. More than that, it's needed. Make a suggestion in the "Suggestions" channel found on the "How Do I" tab in BengalWeb, or email us at [tigeri@isu.edu](mailto:tigeri@isu.edu).

## Managing Expectations



We *can* learn new ways of doing things!



## Web Time Entry begins December 1



**O**ur new online Web Time Entry and Approvals system will be up and running on December 1.

This will save paper, help speed the process, ensure greater accuracy, end duplication of effort, and free many people who have been entering departmental payrolls for other tasks.

Web Time Entry and Approvals will be done through a secure interface located inside of BengalWeb.

Doing Web Time Entry and Approvals will be EASY, as easy as filling out a simple web form to make an online purchase.

What you need to do —

### 1. Get acquainted with BengalWeb.

BengalWeb will be available to all ISU employees on Dec. 1. To help you get started, we've provided an Introductory Video and an online User's Guide. If you have any problems, please contact the IT Service Desk at 282-4357(HELP) or email them at [help@isu.edu](mailto:help@isu.edu).

### 2. Complete the online tutorial on Web Time Entry.

The Web Time Entry tutorial will show you where to go to enter your time online, and will take you step-by-step through the process of entering it. You can find the tutorial at <http://www.isu.edu/tigeri/training/webtime>. It can also be found on the "How Do I . . . ?" tab inside of BengalWeb.

If you still enter time on a time clock (or if you've been told you won't be doing web time entry for another reason) you'll still want to take advantage of the other features BengalWeb has to offer EVERYONE!

- No more printed direct deposit slips (pay stubs).
- Update your address and other personal information.

## Where do I go for training?



Group training sessions on web time entry will be offered to Hourly, Non-Classified, and Classified employees on:

- 12/5 College of Ed. Auditorium
  - Hourly employees 2-2:30 p.m.
  - Non-Classified 2:30-3:30 p.m.
  - Classified 3:30-4:30 p.m.
- 12/8 Rendezvous Planetarium
  - Hourly employees 10:30-11 a.m.
  - Non-Classified 11-12 p.m.
  - Classified 12-1 p.m.
- 12/10 Rendezvous Planetarium
  - Hourly employees 9-9:30 a.m.
  - Non-Classified 9:30-10:30 a.m.
  - Classified 10:30-11:30 a.m.

- Employee **training guides** are available at [www.isu.edu/tigeri/training](http://www.isu.edu/tigeri/training) and are also linked from the "How Do I..." tab within BengalWeb.
  - Web Time Entry Tutorial
  - Instructions for Time Approvers
  - BengalWeb Introductory Video
  - Online User's Guide
- **Drop-in labs** for assistance with time entry and approvals, and for general assistance with using BengalWeb:
  - Pocatello: 12/5-22 in BA108: M,W,F 12-1:30 p.m. and T,Th 3-4:30 p.m.
  - Idaho Falls: 12/11 in CHE 201, 11 a.m.-1 p.m.
- Employees perform **dual time entry** Dec. 1-16. Time is entered and approved electronically and also by traditional means.
- Employees perform first **all-electronic web time entry** Dec. 17-24.
- TigerGuides and Service Desk personnel **workshops** will be held during the week of Dec. 15. They will receive training about BengalWeb groups, and provide feedback regarding the HR/Payroll and BengalWeb implementation.
- **First Banner paychecks** issued January 9, 2009. No more printed direct deposit slips.

