

Subject: [Staffmemos] BengalWeb & Web Time Entry are Now Available!

From: Cali Bell <bellcali@isu.edu>

Date: Mon, 01 Dec 2008 15:25:54 -0700

To: staffmemos@isumm.isu.edu

Greetings!

Idaho State University's new portal, **BengalWeb**, is now available to all employees at <http://bengalweb.isu.edu>. BengalWeb brings you:

- Access to electronic services and information in a single, easy-to-navigate site.
- Access to Moodle, Faculty/Staff Tools, Sun Webmail, personal calendar, and library resources.
- Personalized content that you can customize to suit the way you work.

Our new online **Web Time Entry** is also up and running via BengalWeb! **Most ISU employees will begin entering their time electronically as of today for the current pay period , 11/30-12/13 (paid 12/24).** During this time, we will be testing out our new system. You will be required to submit your time as usual **AND ALSO** in electronic form. After that, submission will be all-electronic.

Ask your time approver if you have questions about how these changes will be handled in your area.

Doing Web Time Entry is EASY, as easy as filling out a simple web form to make an online purchase. Access BengalWeb and enter your time online by following the steps outlined below:

1. Get acquainted with BengalWeb

BengalWeb is available to all ISU employees at <http://bengalweb.isu.edu>. Your user name and password are the same as for your ISU email.

To help you get started, we've provided an **Introductory Video** and an **Online User's Guide** at <http://bengalweb.isu.edu>.

If you have any problems, please contact the IT Service Desk at 282-4357(HELP) or email help@isu.edu.

Note:

Any changes made to the information in your Personal Information channel on the Employees tab from 12/1-12/15 will be erased on 12/16. Changes made after that date will be permanent. And remember BengalWeb will not be available from 5:00 p.m. on Dec. 15 until 8:00 a.m. on Dec. 17.

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.

We recommend that you log in to BengalWeb early in the time period to verify that you have a time sheet available to enter time. If you do not have a time sheet, contact the IT Service Desk at 282-HELP (4357). However, **please do not submit the time sheet until it is complete — once submitted, you cannot make additional changes.**

Drop-in labs

will be available 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.

For additional assistance, call the IT Service Desk at 282-HELP (4357) or email help@isu.edu. For training and related questions:

- Pocatello: Call Debra at x. 2554 or Marjanna at x. 2598
- Idaho Falls: Call Shawn at x. 7911
- Twin Falls: Call Lisa at x. 4845 or Cary at x.1205
- Boise: Call Charlie at x. 1709 or Danny at x. 1794

Group training sessions on web time entry will be offered on:

12/5 College of Ed. Auditorium

- Hourly Employees 2-2:30 p.m.
- Non-Classified 2:30-3:30 p.m.

12/10 Rendezvous Planetarium

- Hourly Employees 9-9:30 a.m.
- Non-Classified 9:30-10:30 a.m.

· Classified 3:30-4:30 p.m.

· Classified 10:30-11:30 a.m.

12/8 Rendezvous Planetarium

- Hourly Employees 10:30-11 a.m.
- Non-Classified 11-12 p.m.
- Classified 12-1 p.m.

Sincerely,

The Tigeri Project Team (go to www.isu.edu/tigeri or call x. 4446 for additional information)

Staffmemos mailing list
Staffmemos@isumm.isu.edu
<http://isumm.isu.edu/mailman/listinfo/staffmemos>

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