

Subject: Critical Information for Time Approvers

From: Debra Shein <sheindeb@its.wnet.isu.edu>

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CC: Cali Bell <bellcali@isu.edu>, Marjanna Hulet <hulemarj@isu.edu>

To All Time Approvers:

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. All areas will be required to submit their time as usual **AND ALSO** in electronic form. After that, submission will be all-electronic. **All time for this pay period must be approved and submitted to Payroll by 5 p.m. on Monday, Dec. 15.**

We recommend that you ask all of your employees to log in to BengalWeb early in the time period to verify that they have a time sheet available to enter their time.

However, please remind them not to submit their time sheet until it is complete – once it is submitted, they will not be able to make further changes themselves.

Please also check the Time Approval channel on the Employee tab near the end of the pay period and make sure all of your employees have submitted their time. It is your responsibility to send out reminders as necessary. You will also need to establish submission deadlines for your employees and communicate this information to them. Please remember to give yourself ample time to review the time entered and submitted to Payroll by 5 p.m. on Dec. 15. If you have not approved your employees' time by the Submit By Date listed on the time sheets for the current pay period, you run the risk of your employees not being paid.

TIME APPROVER TRAINING — MAKE-UP SESSION

If you have not yet attended Time Approver training, you will need to attend the make-up session that will be held on Friday, December 5, 2008 from 12-1 p.m. in the College of Education Auditorium. There is critical information about the approvals process that all approvers must clearly understand. If you are a time approver, you must make sure that your proxy attends as well.

Your comprehension of the information offered during the training session is essential to our success and will depend on you having completed the following tasks before attending the make-up session on December 5 (allow a minimum of one hour):

What you need to do —

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. 12 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 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.

Sincerely,

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