



Web Time Entry Reminders

- December 1: BengalWeb available to all employees at <http://bengalweb.isu.edu>. Web Time Entry available to all employees who will use it.
- December 8: Remind employees about **dual time entry** for December 1-15 pay period. Time is entered and approved electronically and also by traditional means.
- December 12: Don't forget to complete your electronic web time entry and **last paper time sheet!**
- December 15: Remind **Time Approvers to approve all their employee time by 5:00 p.m. on December 15**. And remember BengalWeb will not be available from 5:00 p.m. on Dec.15 until 8:00 a.m. on Dec.17.
- December 17-24: Employees perform first **all-electronic time entry** for December 17-24 pay period. No more paper time sheets!
- December 22: Remind **employees** to complete their **web time entry by the deadline given to them by their approvers**.
- December 23: Remind **Time Approvers to approve all their employee time by midnight on December 24**.
- January 9, 2009: **First Banner paychecks issued. No more printed direct deposit slips (pay stubs).**

Where Do Employees Go for Training?

Group training sessions on web time entry will be offered to Hourly (student, temporary, and other part-time), 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.

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.

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

Employee **training guides** are available at www.isu.edu/tigeri/training and are also linked from the "How Do I..." tab within BengalWeb.

- Web Time Entry Video Tutorial
- Practice Exercises & Instructions for Time Approvers
- Printable Instructions & Quick Guides
- BengalWeb Introductory Video
- Online User's Guide