

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:

12/8 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.
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. **Drop-in labs** will be available for **assistance with time entry and approvals, and for general assistance with using BengalWeb:**

- . Pocatello: 12/8-22 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.

. **Time Approvers** make-up session on Dec. 9, 4-5 p.m. in the Rendezvous Planetarium

. 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..." within BengalWeb at <http://bengalweb.isu.edu>.

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	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	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 December 15 until 8:00 a.m. on December 17.
December 17-24	Employees perform first all-electronic time entry for December 17-24 pay period. No more paper time sheets!
December 22	Employees to complete their web time entry by deadline given them by their approvers.

Sincerely,

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