

Subject: [Staffmemos] First All-Electronic Time Entry-Pay Period 12/14-12/29 (paid 01/09/09)

From: Cali Bell <bellcali@isu.edu>

Date: Wed, 17 Dec 2008 17:55:40 -0700

To: facultymemos@isumm.isu.edu, staffmemos@isumm.isu.edu

CC:

From this pay period forward (12/14-12/29, paid 01/09/09), all time will be entered using the new system. This means no more paper time sheets for most employees! Log in to BengalWeb **at once** to verify that your time sheet is available and accurate. If you're not sure what method you will be using to submit your time, contact your time approver, and be sure to **submit your time by the deadline your approver gives you** in order for them to approve your time by the deadline listed on your web time sheet.

Important New Information

Do not enter any hours on your time sheet for Dec. 25 unless you are required to work on that day.

You do not report anything under 12/25 because the system knows which days are holidays.

Work performed Dec. 25 through Jan. 4 requires prior approval. If you must work, approval must be obtained from your supervisor and Vice President (or designee), and the approval must then be submitted to Human Resources.

For ALL non-classified (including 12-month faculty) and classified employees: Unless prior approval has been given, all time reported for this next payroll MUST show one day of vacation or comp time used on Dec. 26. To see sample time sheet entries and explanations for this pay period, go to: <http://www.isu.edu/tigeri/training/webtime/Earnings.htm>.

When entering time, do not use the "Back" button on your browser.

Use the navigation tools within BengalWeb instead. Click on the "Back to Employees Tab" to return to BengalWeb from your time sheet.

If you accidentally use the browser back button, you may receive the following error message: ****ERROR*** Time transaction already exists." If this happens, you **MUST** restart your time sheet by clicking on the **Restart** button at the bottom of your time sheet. If you have entered any data, it will be lost when you restart. Write down or print out your hours for re-entry before restarting so that you can re-enter your time accurately.

When approving time, do not use the "Back" button on your browser.

Use the navigation tools within BengalWeb instead. Click on the "Back to Employees Tab" to return to BengalWeb from your time sheet.

If you accidentally use the browser back button, you may receive the following error message: ****ERROR*** Approval not allowed." If this happens, you will not be able to approve the time. You must contact your superuser to have the time record approved.

Do not enter any zeros on your time sheet.

If you need to remove a time entry, click on the hours entered, delete them, and then click "Save." Do not enter a zero. If a zero is entered, the preview of your time sheet will not display correctly (entries will seem to appear in the wrong columns), and errors will occur when your time sheet is processed.

Encourage students and temps to submit their time by the deadline so that they can be paid on

time.

Training is Still Available

Drop-in labs:

- Pocatello: 12/17-22 in BA108: M,W,F 12-1:30 p.m. and T,Th 3-4:30 p.m.

For individual training consultations outside of the hours listed above:

- 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

To find online tutorials, printable instructions, and other training guides, go to

<http://www.isu.edu/tigeri/training/webtime>. They are also linked from the "How Do I..." tab in BengalWeb.

Reminders

December 17-29	Employees perform first all-electronic time entry . Because of the holiday closure, most time entry and approvals should be completed by Dec. 24. The final deadline for time approvals is midnight, Dec. 29.
January 9	First Banner paychecks issued. No more printed direct deposit slips (pay stubs).

For additional assistance:

Contact your **TigerGuide** (<http://www.isu.edu/erp/training/tigerguides/findtigerguide.shtml>), or call the **IT Service Desk at 282-HELP (4357)** — email help@isu.edu.

Sincerely,

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

Staffmemos mailing list

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