



BengalWeb & HR/Payroll Go-Live

On Dec. 1, 2008, Idaho State University will roll out a new portal, BengalWeb, and implement a new HR/Payroll system (including web time entry) to all employees. To facilitate a smooth transition for employees, TIGERi project staff will offer training workshops to prepare all campus constituencies.

- All managers were invited to attend a **Pre-Go-Live Strategies for Managers workshop** during the week of Oct. 27.
- All TigerGuides and Service Desk personnel attended the **Safari First Stop: BengalWeb & Web Time Entry training** during the week of November 3.
- All **Time Approvers** will attend training on the dates listed below:
 - Nov. 10, 3-4 p.m. in the Rendezvous Planetarium
 - Nov. 12, 5-6 p.m. in the Rendezvous Planetarium
 - Nov. 14, 2-3 p.m. in the Rendezvous Planetarium
 - Nov. 18, 10-11 a.m. in the Rendezvous Planetarium
 - Nov. 19, 1:30-2:30 p.m. in the B07-Library (DL session)
 - Nov. 20, 4-5 p.m. in the Rendezvous Planetarium
 - Nov. 21, 12-1 p.m. in the Rendezvous Planetarium
 - Dec. 5, 12-1 p.m. in the College of Education Auditorium (make-up Time Approver training)
- **Department time entry training** will be held on Nov. 18, 2008 from 2-4 p.m. in BA507 for departments that will not use web time entry.
- **BengalWeb Ribbon Cutting & Information Fair.** Ribbon Cutting with President Vailas and Vice President Fletcher will be at 10 am on Dec. 1 in the PSUB Ballroom. An Information Fair will follow from 10:30 am-4 pm, including demonstrations of web time entry, personalization of BengalWeb, and more; booths for TIGERi, ITRC, Service Desk; and a mini-computer lab for practice using BengalWeb and Web Time Entry. A similar event has been scheduled for the Idaho Falls campus on Dec. 3 from 10:30 a.m.-2 p.m. in the Bennion Student Union Multipurpose room.
- Employee **training guides** are available at www.isu.edu/tigeri/training and are also linked to the "How Do I..." tab within BengalWeb.
 - Web Time Entry Tutorial
 - BengalWeb Introductory Video overview and Online User's Guide
- **Group training sessions** on web time entry will be offered during the period from Dec. 1-22.
- **Drop-in labs** for assistance with time entry and approvals, and for general assistance with using BengalWeb:
 - Dec. 2, 4 by appointment in BA507B; call x.2554 or x.2598 to set-up appointment
 - Dec. 5, 8, 10, 12, 15, 17, 19, 22, from 12-1:30 p.m. in BA108
 - Dec. 9, 11, 16, 18, from 3-4:30 p.m. in BA108
 - Dec. 11, from 11-1 p.m. in Idaho Falls in CHE 201
- Employees perform **dual time entry** Dec. 1-15. Time is entered and approved in Banner and also by traditional means.
- Employees perform first **all-electronic web time entry** Dec. 17-22.
- TigerGuides and Service Desk personnel **workshops** will be held during the week of Dec. 15. They will receive training about BengalWeb groups, and provide feedback regarding the BengalWeb and HR/Payroll implementation.
- **First Banner paychecks** issued January 9, 2009. No more printed direct deposit slips (pay stubs).