

Subject: [Staffmemos] Time Sheet Reminder for 1/11-1/24 pay period & BengalWeb Tip of the Week

From: Cali Bell <bellcali@isu.edu>

Date: Mon, 26 Jan 2009 14:19:27 -0700

To: staffmemos@isumm.isu.edu

Dear ISU Employees,

Reminder: All time for the current time sheet period (1/11-1/24) must be submitted and approved by tomorrow (Tuesday, 1/27) at NOON. All employees need to complete their web time entry well in advance of the deadline for approval. This will ensure that Time Approvers have sufficient time to review and approve the submissions. *Check the Time Alert channel on the Employees tab (above the Time Reporting channel) for special information on filling out time sheets for the current period.*

We have received a number of inquiries about how to access various items within BengalWeb. To address these questions, starting today we'll be providing a **BengalWeb Tip of the Week** that will help users learn more about the powerful features available within BengalWeb. Here's the first:

BengalWeb Tip of the Week

You can find complete information about your job benefits, direct deposit, pay stub, and job and leave details in the **Employment Details** channel found on the **Employees** tab. Click here to get illustrated instructions: www.isu.edu/erp/training/bengalweb/EmploymentDetailsChannel.shtml. (Or click on "Using HR/Payroll Features" in the **User's Guide to BengalWeb**: www.isu.edu.tigeri.training — also found in the "How to Use BengalWeb" channel located on the "How Do I" tab in BengalWeb.)

If you have additional questions about web time entry or if you experience technical difficulties, please contact the IT Service Desk at 282-4357(help) or email help@isu.edu.

Sincerely,

The Tigeri Project Team

www.isu.edu/tigeri

Staffmemos mailing list

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