

Subject: It's time for Web Time Entry! (CD,CE)

Greetings Classified Hourly Staff and their Supervisors,

We're excited to announce that we'll soon complete the transition from paper timecards to the Web Time Entry system across the entire WOU community. There are 7 different groups at WOU impacted by this system implementation. Below are the specifics that apply to your group.

What is changing: You'll keep using the new Web Time Entry system. All groups will report time on the 16th to 15th of the month cycle.

What does this mean for me: Enter your time on a daily basis.

When does this happen: It already did! Thanks for being the Pilot Group.

What do I need to do:

Employees: Keep doing what you're doing.

Supervisors:

- Verify that your "My Teams" on Employee Dashboard is up to date. If not, alert payroll@wou.edu. If you have already alerted Julie McMurry of the changes needed, you do not need to send a second notice.
- Review HR website for training. (<https://wou.edu/hr/payroll/web-time-entry/>)
- Send any questions to payroll@wou.edu.

Thank you all for your patience and support for this three-year journey of optimizing Banner and the Banner experience for the WOU Community. As always, please tell us what's on your mind regarding Banner via this [feedback form](#).

Sincerely,

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Pronouns: She, Her, Hers

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