

Subject: It's time for Web Time Entry! (UF,UE,UB,UD,UG,UH)

Greetings Unclassified Staff and their Supervisors,

We're excited to announce that we'll soon complete the transition from paper time cards 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 will continue using the new Web Time Entry system. All groups will report time on a 16th to 15th of the month cycle. Beginning 09/16, you can enter leave used every day, rather than having to wait until the 25th of each month to record leave used.

What does this mean for me: The university will be aligning all groups to the same reporting cycles and pay periods. Your reporting period will go from 1-31st to 16th to 15th of the month. Your monthly pay will not be affected by this reporting period change and will still be based on 173.33 hours at 1.0FTE. We will provide further details on what the transitional month from 1-31st to 16-15th reporting will look like.

When does this happen: On 09/16/25 begin using the 16th-15th reporting period, entering leave used and time worked in Web Time Entry on a daily basis.

What do I need to do:

Employees:

- Review HR website for trainings. (<https://wou.edu/hr/payroll/web-time-entry/>)
- Send any questions to payroll@wou.edu.

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 needed changes, you do not need to send a second notice.
- Review HR website for trainings. (<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

If you would like to request disability-related accommodation(s) to participate in a WOU activity or event, complete the [online request form](#) at least three (3) business days in advance. If you have questions, please contact Disability Access Services (DAS) at 503-838-8250 or das@wou.edu.