

DID YOU HEAR THE NEWS?

The remainder of the UMBC campus community will go live with electronic time sheets (ETS) on May 17, 2015.

REMINDER: To prepare for go-live, three (3) training sessions have been scheduled and the dates are posted on the Events page of myUMBC. Due to limited seating, employees will need to register their attendance. Although training is not mandatory, it is strongly encouraged that employees attend one (1) of the sessions.

Employees who are unable to attend training may refer to the *Guide for Employees* and *Guide for Supervisors and Time Sheet Approvers* for instructions, procedures, business practices and guidelines regarding the ETS functionality.

These guides are posted on the Human Resources website at <http://hr.umbc.edu/bris/timekeeping-and-leave/>. Instruction videos will be posted soon. Employees are also encouraged to subscribe to the Electronic Time Sheet Workgroup at <http://my.umbc.edu/groups/ets> to keep abreast of updated information and documents.



TRAINING SESSIONS:

May 13, 2015

10 a.m. - 12:00 noon

Lecture Hall 1

To register, visit: <http://my.umbc.edu/groups/training/events/32120>

May 14, 2015

1:30 p.m. - 3:30 p.m.

University Center 312

To register, visit: <http://my.umbc.edu/groups/training/events/32121>

May 15, 2015

10 a.m. - 12:00 noon

University Center 312

To register, visit: <http://my.umbc.edu/groups/training/events/32122>