

**Banner HR/Payroll**  
**October 2007**  
Department Readiness

- Oct 2,3, & 4 – Parallel Test - Time Keepers and Time Entry Approvers will enter time into Banner
- All Employee Data Centers (EDC's) - Keep copies of HR/Payroll transactions beginning 9/21-10/5. These transactions will be used for the Oct 16 – 30 – Integrated testing
- Register for appropriate training through Employee Organizational Development (EOD) website: <http://www.unm.edu/~hrinfo/>.
- October Forums:
  - o Leave Processing/Comp time – 10/9 8:30-9:30am, Continuing Education Auditorium  
10/11 3:30-4:30pm, Continuing Education Auditorium
  - o Non-Standard Pay - 10/23 3:30-4:30pm, Continuing Education Auditorium  
10/24 8:30-9:30am, Science and Technology Auditorium

**October 2007**  
Employee Readiness

- Time Keepers – complete Time Entry training and ensure your HR Banner Authorization Request (BARHR) is submitted and approved for Time Keeper security prior to Oct 2
- Time Entry Approvers – complete online Department Time approver training and ensure your HR Banner Authorization Request (BARHR) is submitted and approved for Time Approver security prior to Oct 2.
- Time Keepers - Access Banner (INB) to input Department Time Entry data - Oct 2-3
  - o My.unm.edu, Employee Life Tab, Click 'Internet Native Banner' located in the Banner Applications, Login with NetID and Password.
- Time Approvers - Access Employee LoboWeb to approve department time - Oct 2-3
  - o My.unm.edu, Employee Life Tab, Click 'Enter LoboWeb' located in the LoboWeb for Employee' area.
- Review the HR/Payroll Policy updates <http://www.unm.edu/~ubppm/>
- Read the Banner HR/Payroll Update Newsletters