

## Banner HR/Payroll

### September 2007

#### Department Readiness

- Determine if your department workstations meet the minimum computer and web browser requirements for software, hardware for Banner installation. Information is available on the ITS website: <http://www.unm.edu/cirt/sct/desktopconfig.html>
- Ensure all department employees have access to computers to view their personal information online by Go-live January 2, 2008
- Ensure there is a designated Time Keeper, Proxy (Backup) Timekeeper, Time Entry Approver and Proxy (Backup) Time Entry approver for your department.
- Determine who in your department will originate a Labor Distribution using the LoboWeb Employee Personnel Action Form (EPAF). Also determine who will be the Proxy (Backup) EPAF originator
- Determine who in your department will approve a Labor Distribution using the LoboWeb Employee Personnel Action Form (EPAF). Also determine who will be the Proxy (Backup) EPAF approver.
- Encourage your department to attend the HR/Payroll Town Hall Sept 19<sup>th</sup>, 10am-12pm, HSC Domenici Center Auditorium
- Save copies of individual detailed time sheets for 2R05 and 4R05 (Sept 1-14) in preparation for the Campus wide Time entry and approver test
- Mark your Calendar for HR/Payroll Time Entry Testing October 2, 3, 4.

### September 2007

#### Employee Readiness

- Determine where you can view your online personal information
- All Time Keepers and Time Entry Approvers should complete required training prior to Oct 2, 2007.
- Attend the HR/Payroll Town Hall Sept 19<sup>th</sup>, 10am-12pm, HSC Domenici Center Auditorium
- Complete and turn in individual time sheets to your department time keeper in a timely fashion
- Department Time Keepers - Save copies of individual detailed time sheets for 2R05 and 4R05 (Sept 1-14) in preparation for the Campus wide Time entry and approver test
- Time Keepers and Time Approvers - Mark your Calendar for HR/Payroll Time Entry Testing October 2, 3, 4. Time will be submitted to HR/Payroll for normal processing. For campus wide testing time will also be input into Banner