

EMPLOYEE & SUPERVISOR TRAINING

In preparation for the next Electronic Time Sheet Go-Live date of March 9, 2015, two training sessions have been scheduled for employees and supervisors in the departments listed below.

1. Training for employees and supervisors in the [Academic Departments](#) (Biological Sciences, Chemistry & Biochemistry, Mechanical Engineering, MIPAR, and Public Policy) will be held on:

WHEN: Tuesday, March 3, 2015

TIME: 10 a.m. - 12:30 p.m.

WHERE: University Center, Room 312

2. Training for employees and supervisors in [Administrative Departments](#) (Bookstore, Columbus Center, Campus Card Services, Environmental Safety & Health, Facilities Management, Parking Services and University Police) will be held on:

WHEN: Thursday, March 5, 2015

TIME: 10:30 a.m. - 1:00 p.m.

WHERE: University Center, Room 310

AGENDA

- Setting Up Preferences (Duty Day & Time In/Time Out)
- Retrieving, Completing and Submitting Time Sheets (Employee Level)
- Time Sheet Approval (Supervisor/Time Sheet Approver)

TRAINING MATERIALS

The following resource guides are available on the Electronic Time Sheet Workgroup site (my.umbc.edu/groups/ets):

1. Duty Day Preferences (As of 9/24/14)
2. Time In-Time Out Preferences (As of 9/24/14)
3. Guide for Employees (As of 12/1/14)
4. Guide for Supervisors & Time Sheet Approvers (As of 1/26/15)

SEE YOU AT TRAINING!!