### November 2008
#### Department Readiness

- Ensure that all October 2008 Department Readiness activities have been completed.

- Encourage your department to attend one of the WEB Time Entry/Approver one hour training forums:
  - November 17, 2008, 9-10AM, 10-11AM, 11AM-Noon
  - 215C Tawanka, Cheney Campus
  - November 18, 2008, 1-2PM, 2-3PM, 3-4PM
  - 215C Tawanka, Cheney Campus
  - November 19, 2008, 2-3PM and 3-4PM
  - SCLS 116, Riverpoint Campus

Note: These sessions will be offered again in December

- Ensure that there is a designated Time Entry Approver and Proxy identified for your department. The Timesheet approval process will be reviewed in detail at the Web Time Entry/Approver training forums.

- Department Time Keepers Only: Register for Department Time Keeper training through [http://www.ewu.edu/trainingscheduler](http://www.ewu.edu/trainingscheduler)

### November 2008
#### Employee Readiness

- Ensure that all October 2008 Employee Readiness activities have been completed

- Verify your ability to log on to EagleNet ([http://eaglenet.ewu.edu](http://eaglenet.ewu.edu)) using your employee ID number and PIN.

- Attend one of the WEB Time Entry/Approver one hour training forums:
  - November 17, 2008, 9-10AM, 10-11AM, 11AM-Noon
  - 215C Tawanka, Cheney Campus
  - November 18, 2008, 1-2PM, 2-3PM, 3-4PM
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