## October 2008
### Department Readiness

- Determine if your department workstations meet the minimum computer and web browser requirements for software/hardware for Banner Installation ([http://www.ewu.edu/x29650.xml](http://www.ewu.edu/x29650.xml))

- If needed, determine if your departmental printers are configured for Banner printing. For instructions on how to set your printer up as a Banner printer go to ([http://www.ewu.edu/x38820.xml](http://www.ewu.edu/x38820.xml)) and click on the “Banner Print Access” menu item.

- Ensure that all department employees have access to computers to enter timesheet information and to view their personal information online by December 12, 2008. Note: If access to computers is an issue for your department employees, contact: Paula Hall, Project Manager, at 509.359.6615 or phall@ewu.edu.

- Encourage all employees to access EagleNET and verify their address information. For detailed log on instructions, go to: ([http://www.ewu.edu/x38820.xml](http://www.ewu.edu/x38820.xml)) and click on the “EagleNET for Staff: EagleNET Login Instructions” link at the bottom of the page.

- Encourage employees to support the “EWU Goes Green” initiative by enrolling in payroll direct deposit. The enrollment form (EFT Form) is located at ([http://www.ewu.edu/x3174.xml](http://www.ewu.edu/x3174.xml))

- Encourage your department personnel to attend one of the Banner Human Resources/Payroll Town Halls scheduled for:
  - October 28, 2008, 2-4PM, 109 Showalter Hall, Cheney Campus
  - October 29, 2008, 2-4PM, 109 Showalter Hall, Cheney Campus
  - October 30, 2008, 2:30-4PM, SCLS 115, Riverpoint Campus

## October 2008
### Employee Readiness

- Determine a location where you can access a computer to enter your timesheet information and/or view your online personal information prior to December 12, 2008. Note: If access is an issue, contact your supervisor.
- Log on to EagleNET ([http://EagleNET.ewu.edu](http://EagleNET.ewu.edu)) and click on the “Personal” tab. Verify and/or update your address information. Important Reminder: your 2008 W-2 information will be sent to this address. Detailed EagleNET log in instructions are available at [http://www.ewu.edu/x38820.xml](http://www.ewu.edu/x38820.xml) and click on the EagleNET for Staff: EagleNET Login Instructions link at the bottom of the page. If you have problems logging into EagleNET, contact the Service Desk at x2247.

- Support the “EWU Goes Green” initiative by enrolling in payroll Direct Deposit. The enrollment form (EFT Form) is located at ([http://www.ewu.edu/x3174.xml](http://www.ewu.edu/x3174.xml))

- Attend one of the Banner Human Resources/Payroll Town Hall meetings scheduled for:
  - October 28, 2008, 2-4PM, 109 Showalter Hall, Cheney Campus
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