Banner HR/Payroll Goes “LIVE”!

2009 – Happy New Year, It’s a Banner Year!

We’re ready, we’re set - and to borrow a phrase, “neither snow nor rain nor gloom of night” kept us from going “live” with the third and final phase of the EWU Enterprise Wide Replacement Project – Banner Human Resources/Payroll.

On December 16, 2008, the online timesheet was made available via EagleNET to all EWU employees. Training has been completed, questions answered and the campus community is ready.

Due to the snow closures the new Banner web based time entry system proved of great value. Many EWU employees were submitting and approving timesheets from home!

January 2009 Payroll Adjustment Cycle

Now that the Dec. 16-31, 2008 web timesheet submission deadline (Jan. 5, 2009, 5 p.m.) has come and gone; what happens if you have pay or non pay transactions that should have been processed for the Dec 16-31 pay period? With the implementation of the new Banner Payroll system we now have the ability to initiate a payroll adjustment cycle. The adjustment cycle allows for processing of pay affecting transactions, personnel actions, labor distribution changes and leave updates. The deadline for the first payroll adjustment cycle is Wednesday, Jan. 7, 2009 at 5 p.m. Remember if you have changes to timesheet information you must submit a hardcopy “cancel and supersedes” timesheet to the Payroll Office, 319 Showalter, x2325.

Important Note: Any transaction that would result in a payment to an employee processed through the payroll adjustment cycle (emergency exception pay only) will be disbursed as a hardcopy check and will be mailed to the employee. Direct Deposit is not available during an adjustment cycle.

Jan. 9, 2009 Paystub Information is Available via Employee Self Service

The payroll process in our new Banner environment has been run and your paystub information for the Jan. 9, 2009 paycheck is now available on the web via EagleNET and Employee Self Service. If you have any questions or need assistance with the EagleNET Employee Self Service information, drop by the Huston 219 HR/Payroll Lab on Jan. 9, 2009, 9-4 p.m.
January 9, 2009 Paycheck Updates

Good news! As a result of the rigorous and repeated testing completed for the Banner HR/Payroll implementation teams, we are confident that all of our January 9th paychecks will display the correct dollar-and-cents amounts that are effective for this paycheck.

What is important to know, however, is that there are scheduled changes in certain deductions and rates that become effective with the January 9th paycheck. These changes are reflected in the following table:

<table>
<thead>
<tr>
<th>Standard Changes by Affected Employee Group(s)</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>All employees who receive health benefits</td>
<td><strong>Employee/Family deduction rates:</strong> health insurance deductions for yourself and any enrolled dependents will go up – or down – depending on what health care plan you have selected. 2009 rates can be found at Health Care Authority’s (HCA) website: <a href="http://www.pebb.hca.wa.gov">www.pebb.hca.wa.gov</a></td>
</tr>
</tbody>
</table>
| Classified, administrative and faculty* whose base position is less than 12 months per year *Applies to faculty with summer appointments | **Ballooning of health deductions:** your January through June deductions will cover your insurance premiums for January through September (rate will be 1.5 times the published Health Care Authority rate – see the HCA website listed above). No premiums will be deducted from July through September paychecks. October through December premiums will match the HCA published rates.  
**Ballooning of Life Insurance and LTD deductions:** Your annual premium will be deducted evenly from October through June paychecks. No premiums will be deducted from July through September paychecks. |
| Temporary Hourly Employees                    | **Wage Rate:** Effective for hours worked on or after Jan. 1, 2009, the employees whose wage is equal to Washington State’s minimum wage, will see their wage rate adjusted to Washington’s new minimum wage ($8.55). The increase will be reflected beginning with the Jan. 25, 2009 paycheck. |

<table>
<thead>
<tr>
<th>Banner Implementation Changes by Affected Employee Group(s)</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaried employees who work less than 100% time (including classified, administrative, faculty, and graduate and contract student employees)</td>
<td><strong>Medical Aid calculation:</strong> Washington State Labor &amp; Industries regulations require us to collect a higher amount than our prior system calculated. This change may result in a deduction increase from $5.00 to $6.00 per paycheck.</td>
</tr>
<tr>
<td>Classified and administrative employees who work less than 12 months (cyclic employees)</td>
<td><strong>Life Insurance and LTD deductions:</strong> your premiums will fluctuate. When you report cyclic leave, your deductions will decrease.</td>
</tr>
</tbody>
</table>
Emergency Contact Information

New Request from the Human Resources Office

HELP! We need your assistance. With the new Banner system we are able to collect and maintain emergency contact information for EWU employees through EagleNET Employee Self Service. Although this information is optional it is extremely important in times of emergency. Next time you log on to Employee Self Service through EagleNET click on the “Personal” tab and update your emergency contact information. Thanks so much for assisting us in gathering this important information.

Web Time Entry

Frequently Asked Questions

We’ve been receiving lots of questions as the campus community has been accessing EagleNET and the Employee Self Service functions. Below are some of the more common questions and answers. For more FAQ’s access the TALONS website at www.ewu.edu/talons.

Q. When I preview my timesheet on the web the hours entered do not appear in the correct columns but when I go back to my timesheet everything looks right. Should I do anything?
No, this is a display issue only and is a “known” issue in the Banner environment. It is caused when employees enter a zero (0) in any of the timesheet boxes. SCT has delivered a “patch” for this and we will be applying the fix to the system in the month of January.

Q. How does the approval process work?
In our current payroll system each employee has an assigned supervisor. This information will be the basis for the Time Entry Approval Process in Banner. We are converting the assigned supervisor into the approval queue process. Your assigned supervisor will get your timesheet in their approval queue. Each supervisor will get an email when a timesheet has been placed in their queue for approval. It is the supervisor’s responsibility to assign and communicate with a “proxy” in case of their absence.

Q. How will we know if a supervisor has signed off on a time sheet?
Employees can view the status of their time sheet on the Employee Self Service Time Sheet page. Once the timesheet has been submitted for approval, the status indicator displays “Pending”. Once approved, the status displays “Approved”. The workflow processes will address communication flow, for example, when a time sheet is submitted an email will notify the supervisor that the time sheet is ready for approval. Once approved, the time sheet will continue through the approval queue, if applicable, until it is ultimately submitted to Payroll.

Q. How do I fix a mistake on my time sheet?
Fixing mistakes on a timesheet varies depending on the timing:
• If you have not submitted your timesheet for approval you can just make the adjustment and then submit the adjusted timesheet;
• If you have submitted your timesheet for approval but it has not yet been approved, the approver can return the timesheet to you for correction. You would make the corrections and then resubmit the timesheet to the approver;
• If your timesheet has been approved but the payroll cycle has not been run contact the Payroll Office at x2325 for assistance;
• If the payroll cycle has already run for the pay period you will have to submit a hardcopy timesheet to the Payroll Office that “cancels and supersedes” the previously processed timesheet.
Q. I don’t have access to a computer at work. How am I supposed to access my paystub?
We recognize that many of our valuable employees do not have access to a computer in their day-to-day work environment. There are a number of alternatives available. The computer labs and kiosk stations around campus allow for quick, easy access and can utilized with a EWU ID and password. In addition, the HR/Payroll project personnel have been working with several large departments on campus to address their specific situations. Computer stations have been deployed at various locations throughout the campus. If you have any questions regarding access to a computer to complete your timesheet or view your employee information contact your supervisor.

Q. I am concerned about the security of my information, what measures are in place?
We are very serious about systems security. EWU applies numerous layers of IT Security to enterprise information, which includes EagleNET. Security measures include physical (controlled access to computers), systems (data encryption, firewalls), and human (training, individual confidentiality agreements) to mention a few. EWU continues to review computer systems security best practices and industry standards to ensure the most secure systems possible.