Supervisor's Talking Points in Preparing for eTimesheet Implementation

- E-time is a web based time reporting system. Employees will request leave and report their time worked using this system.

- We will shift to using E-timesheet on 07/22/09. Your leave slips and timesheets from this date forward will be reported using this system.

- You can access user resources for this system at this link: http://www.its.mnscu.edu/isrs/doc/eTimesheet/index.html.

- Northland's web page has a link to the eTimesheet login screen found under Most Popular Links>Employees>eTimesheet.

- Pay periods and timesheet deadlines will remain the same. Your timesheet that is due on Tuesday, August 4, is the first that will be submitted using this new system.

- We are changing to an electronic time reporting system because it is an improvement to payroll processing. It is a more efficient system for payroll. It is also part of an overall effort to move away from paper processing toward electronic processing. As we do this, our electronic systems are more able to share information, requiring less data entry.

- The system works best if you submit your leave slip for a given pay period **before** your timesheet for that pay period. If you must submit a leave slip after the fact, or change your timesheet, you simply go into the system and edit your timesheet to reflect the correct hours, and resubmit it.

- Communication between employee and supervisor should remain a top priority in ensuring successful use of eTimesheet reporting.