

Banner HR/Payroll

December 2007 Department Readiness

- Encourage your department to participate in the December 3-7 HR/Payroll Sneak Preview II
- Ensure there is a Time Keeper, Backup Time Keeper, Time Entry Approver and Backup Time Entry Approver for each organization your department is responsible for entering and approving time
- Ensure those in your department who are designated as an EPAF Labor Distribution Originator and EPAF Labor Distribution Approver complete the respective online training through Employee Organizational Development Learning Central website: <http://www.unm.edu/~hrinfo/>
- Review the 2008 Payroll Deadline Schedule located at <http://www.unm.edu/~payroll/forms.html>

December 2007 Employee Readiness

- Participate in the December 3-7 HR/Payroll Sneak Preview II
Personal information (benefits to job information, emergency contact info to pay stub information) will be available through LoboWeb
- Keep your **November 2, 2007** (Bi-weekly) and **November 30, 2007** (Monthly) pay stubs for comparison of information during December 3-7 HR/Payroll Sneak Preview II
- EPAF Labor Distribution Originator and EPAF Labor Distribution Approver complete the respective online training through Employee Organizational Development Learning Central website: <http://www.unm.edu/~hrinfo/>
- Review the 'Current Status' area located in the BARHR. Ensure you have the necessary roles listed in the 'Current Roles' section to perform needed functions for January 2008 go-live.
- Attend the HR/Payroll Town Hall, December 12th, 10-Noon at CE Auditorium
- Have a GREAT Winter Break !!