

The Ledger

A Newsletter of the University Controller's Organization

Website: <http://www.controller.vt.edu>

Vol. E, No. 214

November 1, 2024

Upcoming Transition to Banner Time Entry

We are excited to announce an upcoming transition in our time entry system! Starting November 16th, we will implement Phase 1 of a multi-phased roll out of the new **Banner Time Entry** system. Phase 1 will include web-entry wage employees only. Wage employees who use a terminal to swipe for time entry will be transitioned in a later phase and will continue to use TCP until early 2025. The Phase 1 roll out will occur over the 11/16, 12/1, and 12/16 pay periods. The Controller's Office is working with each senior management area to schedule the transition. Please be on the lookout for communication from your senior management team for the specific date your area will transition as well as instructions for accessing and using the new system.

This change is designed to streamline and improve efficiency for our employees and their approvers.

Banner Time Entry offers several enhanced features, including:

- Mobile access
- Seamless transition for employees; intuitive experience
- Longer windows for timesheet updates and approvals
- Helpful, clickable graph showing all stages of the timesheet queue for approvers and superusers
- Streamlined reconciliation process
- View-only approver account options
- Proxy accounts – short term and long-term options
- Superuser accounts – like TCP Administrator rights

Training/Information Sessions:

We invite you to learn more and have an opportunity to ask questions at an upcoming webinar session hosted by Payroll. Click [here](#) to register.

Each session will cover the same information for employees and approvers, so feel free to select the one that best fits your schedule. We will also offer a recorded version.

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Available Sessions:

- November 4 at 3:30 PM
- November 5 at 11 AM
- November 6 at 4:00 PM
- November 7 at 9 AM
- November 8 at 11:30 AM