

COUNTDOWN TO TIMECLOCK PLUS



TimeClock Plus is becoming our “system of record” for leave balances, instead of Banner. All accrual rules and banks will reside in TimeClock Plus (vacation, sick, personal, comp time). **As such, the new system will be required for all exception/leave time requests.**

Training Dates and Times

June 4	UC 217	10:30-11:30am	Exempt employees (Admin, Faculty)
June 4	UC 217	1-2pm	Non-Exempt (CTA, Admin)
June 5	UC 217	10-11am	AFSCME, Police, Nurses, Part-Time, & Students
June 5	Blackboard Collaborate	1-2pm	EIO and Off Campus
June 6	UC 217	1-2pm	Non-Exempt (CTA, Admin)
June 8	UC 116	2-3pm	Approvers (for timecards & leave requests)
June 12	UC 116	9-10am	Approvers (for timecards & leave requests)
June 13	UC 116	9:30-10:30am	Exempt employees (Admin, Faculty)
June 13	17 Fountain St. (Rm 212)	12:30-2:30pm	KCAD Grand Rapids
June 14	UC 116	5-6pm	AFSCME, Police, Nurses, Part-Time, & Students
June 14	UC 116	7:30-8:30pm	AFSCME, Police, Nurses, Part-Time, & Students
June 14	UC 116	10:30-11:30pm	AFSCME, Police, Nurses, Part-Time, & Students
June 15	Blackboard Collaborate	10-11am	EIO and Off Campus
June 21	17 Fountain St. (Rm 212)	9-10am	KCAD Grand Rapids

****Session details will be included in the Staff Center’s course descriptions**



Core Implementation Team Members:

Nicole Lintemuth, Emily Zoet, Vicky Deur, Jill Bush, Holly Williams, Mandi Sterly, Jon Dean, Carla Kleinheksel, Jody Jordan, Adam Phillips, Adam Wetherell

Training & Communication Sub-Team Members:

Emily Zoet, Gabi Hagen, Nicole Lintemuth, Jody Gardei

Check out the TimeClock Plus portlet in the MyFSU Employee Workplace tab for up-to-date information

Go live roll out is July 1

Training will be available online & in person

Training will begin in May - June

Additional training will be held in the fall

Register on the [Staff Center Events site](#)

OR

Register by emailing sctd@ferris.edu.