

# WHAT HAS CHANGED?

Effective with the time sheets for pay period 08 (10/5/14 - 10/18/14) is an improved, user-friendly portal for accessing current, outstanding and historical time sheets and preference pages. Updated instructional guides and manuals have been posted to the Electronic Time Sheet Workgroup (<http://my.umbc.edu/groups/ets>):

**Electronic TS Manual (As of 09.24.14).pdf**

**Duty Day Preferences (As of 09.24.14).pdf**

**Time In-Time Out Preferences (As of 09.24.14).pdf**

As communicated in an earlier announcement, additional departments will go-live with electronic time sheets on November 2, 2014, (Pay Period 10).

These departments will include:

**Office of the President**

**Office of the General Counsel**

**Administration & Finance**

**Financial Services**

**Procurement**

**Management Advisory Services**

**Career Development Center**

**Student Judicial Program**

**Office of Institutional Advancement**

Please continue to follow the workgroup site for future updates.