

SharePoint Timesheets: The Recipe Revealed

By Kaylen Saunders

Timesheet Turnover Recipe



Ingredients:

- 1 Justin Reed *(This is the key ingredient, so get a fresh one—6 months, tops! This creates the main form of your turnover.)*
- A generous helping of Joella and the Timecard Focus Group *(This helps the form take shape.)*
- 2 Payroll Administrative Assistants *(H&J brand has the most flavor.)*
- L&D Timer *(Very important to keep the baking on schedule to prevent the turnover from burning.)*
- A pinch of IT
- Garnish with Housing staff *(Make sure not to stir them up too much; you need 'em nice and flexible.)*

Instructions:

Form dough with Justin Reed. Add Joella and the Timecard Focus Group consistently but gradually; work out all the lumps before proceeding. Make sure to double monitor so the Administrative Assistants don't crack. Sprinkle on a pinch of IT, then let it rise during August. Start your L&D timer, then while you have your hand out add one in the oven. Bake between 30° to 96° from September to February, garnishing with a few more Housing staff every couple of weeks... And voila! A very successful timesheet turnover.

In the last newsletter, you hopefully saw the announcement that SharePoint Timesheets are coming soon to a computer near you. There have been many employees behind the scenes working hard to ensure your transition to electronic timesheets is smooth. IT Expert Justin Reed worked tirelessly to create the new electronic timesheet process and form with the input and cooperation of Associate Director for Personnel Services Joella Seay and Payroll Administrative Assistants Haidee Duenas and Jennifer Andrews. Thank you, Financial & IT Services, for providing such quality ingredients to this process.

By December 1st, 200 office employees had already transitioned to the new electronic timesheets! Maintenance Services and Building Services will be trained and transitioned in January and February to meet the hopeful transition completion date of March 1, 2012.