Good Afternoon,

I am excited to announce that (*Enter Faculty/Department Name*) has officially moved towards Online Time Entry for staff!

All staff may start entering their time through **beartracks** at, <https://www.beartracks.ualberta.ca/>

**Attached you will find the Semi-Monthly cut-off's for 2018.**

**Please note:**

**Your time for the pay period of December 1st - 15th must be entered no later than December 11th in order to be paid by December 22nd. If your time entry is late, the next payday is January 10, 2018.**

The semi-monthly pay schedule can also be found on the following link,

[http://www.hrs.ualberta.ca/HiringandManaging/EmploymentPayAdmin/PayPeriodSchedules.aspx](https://www.ualberta.ca/human-resource-services/managing-administration/employment-benefits-and-pay-administration/pay-period-schedules%22%20%5Ct%20%22_blank)

For those of you who were unable to make it to one of the training sessions, Online Tutorials and information on Online Time Entry can be found on the following link,

<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training/online-learning> - Employee Time Entry

Please note you will need to login with your CCID to gain access to the online tutorials.

For additional information on your **“Employee Type”**including your entitlements, please visit the Human Resource Services website at,

[http://www.hrs.ualberta.ca/HiringandManaging/EmploymentPayAdmin/EmployeeTypes.aspx](https://www.ualberta.ca/human-resource-services/managing-administration/employment-benefits-and-pay-administration/employee-types%22%20%5Ct%20%22_blank)

 If you have any questions, please contact your HR Administrator.