MEMORANDUM

To: Full-time staff, ECPs, Non- Teaching Instructional staff, and Classified Managerial Staff

From: David Boxill
                Executive Director of Human Resources

Date: September 20, 2019

Subject: Banner Timekeeping System

As you may know, the Graduate Center (GC) no longer has licensing and technical support for Banner. We can no longer continue to use Banner without the potential risk of a security breach to the system and to GC's network. Therefore, effective January 6th 2020, Banner will be decommissioned.

Please be advised:

➤ Current users of Banner self-service may continue to complete, review, approve and submit on-line time records.

➤ All new hires as of 9/1/2019 who have not received training on Banner self-service will now be required to complete paper time sheets. For the paper timesheets, please visit the HR website: https://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/HR/TI_Non-TeachingTimesheet.pdf.   If you were appointed prior to 9/1/2019 but have not received training on Banner self-service, you will be required to complete paper time sheets.

➤ Training on Banner self-service will no longer be available. Should you need guidance on how to complete the paper timesheet for non-teaching instructional staff, please email your request to the Time and Leave unit at timeandleave@gc.cuny.edu.

➤ Employees appointed in the Civil Service titles may continue to complete and submit paper timesheets by the usual deadline to the Time and Leave unit.

➤ In preparation for the decommissioning of Banner, the on-line submission deadline for November 2019 time record will be **December 10, 2019**. **Thereafter, the usage of Banner self-service will cease.**

➤ We are developing a contingency system to replace Banner.   Updates on our progress, and next steps regarding timesheet submission will be provided periodically

➤ Over the next few months, we will be reaching out to applicable employees and their supervisors for any outstanding timesheets. To ensure the accuracy of your time records and leave balances, it is imperative that you cooperate in responding to our e-mail requests, as well as timely completion of your entries in Banner Self Service for the remaining months:

  September 2019   Access ends *October 16th*
  October 2019   Access ends *November 16th*
  November 2019   Access end *December 10th* (Final Access)

As a reminder, incomplete and/or late submission of time records will adversely impact your leave balances in Banner and/or the new time and leave system.

Should you have any questions, please email timeandleave@gc.cuny.edu. **NOTE:** Responses to general questions or requests to the Time and Leave unit may be delayed while we work on completing our time and leave contingency system.

We thank you in advance for your patience and cooperation.