

24 June 2020 - Timesheets Phased Release

Good Afternoon!

Hot on the heels of the absences release, the Project Aurora team continues to forge ahead toward launching timesheet functionality within Unit4. Included in this release will be:

- Online timesheet submissions by hourly employees
- Online timesheet review and approvals by supervisors
- Transfer of submitted time to payroll

Timesheet functionality will be released in two phases to allow for a stabilization period during which both employees and Payroll will have time to settle and gain proficiency with the new functionality.

Our release schedule is as follows:

- Phase 1: June 29th release
- Phase 2: August 24th release

Departmental training sessions for employees affected by Timesheet releases will be scheduled in the coming weeks as our team works directly with supervisors to identify a time that best suits their group.

If you have any questions in the meantime, please don't hesitate to reach out.

Related Articles:

- [2 January 2020 - Selkirk College Has Officially Launched Unit4 Payroll Module!](#)
- [25 May 2020 - Selkirk College Has Officially Launched Unit4 Absence Module!](#)
- [29 June - Finance Department Blackout Period July 20 - August 9](#)
- [22 August 2020 - Notice of Service Outage - Unit4](#)
- [21 July 2020 - Finance Department Blackout 20 July - 9 August](#)
- [4 August 2020 - Finance Module Training Update](#)
- [10 August 2020 - Selkirk College Has Officially Launched Unit4 Finance!](#)