

Subject: Instant HR/Payroll: Bi-Weekly Timesheet Submission Impact - Extended Banner Maintenance Window This Weekend

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Extended Banner Maintenance Window This Weekend

Please alert your bi-weekly faculty and staff that there is an extended Banner maintenance window on Sunday, November 1 from 7 am – 4 pm. Banner will be unavailable to users during that time. Please help out Payroll by reminding bi-weekly folks to submit their timesheets as soon as possible. We want approvers to get a chance to review and approve timesheets. Thanks so much for helping us get the word out!