



UNIVERSITY of NORTH CAROLINA WILMINGTON
HUMAN RESOURCES

SmartTime Employee and Supervisor Training

Beginning January 2016, UNCW will implement SmartTime, a web-based time and leave reporting system for non-exempt SHRA employees. Registration is through the Dare to Learn Academy and an email conformation with session details will be sent to you once you submit the registration. To register, please click on the link in the *D2L Course #* column below for the training session that works with your schedule.

Helpful tips for successful training:

- Prior to training, try logging into SeaNet. Passwords can be rest on the main log in page or by contacting TAC. There are several ways to log into SeaNet. Please see the [Accessing your leave report](#) document for more information.
- Bring the hours that you worked for January 1 – January 10 with you to training. We will enter time and leave for this period in SmartTime. **If you work in Facilities or the Police Department, please bring the hours you worked for December 28 – January 10.
- **Open Lab will be held on Monday, January 25th in McNeill Hall 2061 from 8:30 – 11:30am.** Please feel free to stop by and receive one-on-one help from the SmartTime Implementation Team. As always, your leave keeper can assist you with recording time worked and leave taken.

Sign up for training below:

- [Training for Facilities Employees](#)
- [Training for All Other Employees](#)
- [Training for SHRA Supervisors](#)

Contacts

Please feel free to contact members of the implementation team listed below with any related questions.

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Facilities Training Schedule: If you work in any department in Facilities, please sign up for one of the trainings listed below.

Day	Date	D2L Course #	Room	Time
Tuesday	12-Jan-16	CLASS FULL	McNeill 2061	9a - 11a
Tuesday	12-Jan-16	CLASS FULL	McNeill 2061	2p - 4p
Tuesday	12-Jan-16	CLASS FULL	McNeill 2061	5p -7p
Thursday	14-Jan-16	CLASS FULL	Bear 202	9a - 11a
Thursday	14-Jan-16	CLASS FULL	Education Bldg 335	2p - 4p
Thursday	14-Jan-16	CLASS FULL	McNeill 2061	5p -7p
Wednesday	20-Jan-16	Register Here	Education Bldg 335	9a - 11a
Wednesday	20-Jan-16	Register Here	Education Bldg 335	2p - 4p
Wednesday	20-Jan-16	Register Here	McNeill 2061	5p - 7p
Thursday	21-Jan-16	Register Here	Bear 202	9a - 11a
Thursday	21-Jan-16	Register Here	Education Bldg 335	2p - 4p

Open Trainings: If you work anywhere other than Facilities, please sign up for a training session listed below.

Day	Date	D2L Course #	Room	Time
Tuesday	12-Jan-16	CLASS FULL	Bear 202	8:30 - 10
Tuesday	12-Jan-16	CLASS FULL	Bear 202	10:30 - 12
Tuesday	12-Jan-16	CLASS FULL	Bear 202	1:30 - 3
Tuesday	12-Jan-16	CLASS FULL	Bear 202	3:30 - 5
Wednesday	13-Jan-16	CLASS FULL	McNeill 2061	8:30 - 10
Wednesday	13-Jan-16	CLASS FULL	Bear 161	8:30 - 10
Wednesday	13-Jan-16	CLASS FULL	McNeill 2061	10:30 - 12
Wednesday	13-Jan-16	CLASS FULL	Bear 161	10:30 - 12
Wednesday	13-Jan-16	CLASS FULL	McNeill 2061	1:30 - 3
Wednesday	13-Jan-16	CLASS FULL	Education Bldg 335	1:45 - 3
Wednesday	13-Jan-16	CLASS FULL	McNeill 2061	3:30 - 5
Wednesday	13-Jan-16	CLASS FULL	Bear 161	3:30 - 5
Friday	15-Jan-16	CLASS FULL	McNeill 2061	8:30 - 10
Friday	15-Jan-16	CLASS FULL	McNeill 2061	10:30 - 12
Tuesday	19-Jan-16	CLASS FULL	McNeill 2061	8:30 - 10
Tuesday	19-Jan-16	CLASS FULL	McNeill 2061	10:30 - 12
Tuesday	19-Jan-16	CLASS FULL	McNeill 2061	1:30 - 3
Tuesday	19-Jan-16	CLASS FULL	Education Bldg 335	1:30 - 3
Tuesday	19-Jan-16	RES017-19	McNeill 2061	3:30 - 5
Tuesday	19-Jan-16	RES017-20	Education Bldg 335	3:30 - 5
Thursday	21-Jan-16	RES017-21	McNeill 2061	8:30 - 10
Thursday	21-Jan-16	RES017-22	McNeill 2061	10:30 - 12
Thursday	21-Jan-16	RES017-23	McNeill 2061	1:30 - 3
Thursday	21-Jan-16	RES017-24	McNeill 2061	3:30 - 5
Friday	22-Jan-16	RES017-25	McNeill 2061	8:30 - 10
Friday	22-Jan-16	RES017-26	McNeill 2061	10:30 - 12

Supervisor Training: If you supervise any SHRA non-exempt employees, please sign up for a training session listed below.

Day	Date	D2L Course #	Room	Time
Tuesday	26-Jan-16	CLASS FULL	McNeill 2061	10 - 11:30
Tuesday	26-Jan-16	CLASS FULL	McNeill 2061	1 - 2:30
Tuesday	26-Jan-16	CLASS FULL	McNeill 2061	3 - 4:30
Wednesday	27-Jan-16	CLASS FULL	McNeill 2061	10 - 11:30
Wednesday	27-Jan-16	CLASS FULL	McNeill 2061	1 - 2:30
Wednesday	27-Jan-16	RES018-08	McNeill 2061	3 - 4:30