



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.

**Open Lab will be held on Monday, January 25<sup>th</sup> in McNeill Hall 2061 from 8:30am – 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.

**Leave Keepers training session will be held on Monday, January 25<sup>th</sup> in McNeill Hall 2016 from 1:30pm – 3:30pm.**

**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	<a href="#">RES018-03</a>	McNeill 2061	10 - 11:30
Tuesday	26-Jan-16	<a href="#">RES018-04</a>	McNeill 2061	1 - 2:30
Tuesday	26-Jan-16	<a href="#">RES018-05</a>	McNeill 2061	3 - 4:30
Wednesday	27-Jan-16	<a href="#">RES018-06</a>	McNeill 2061	10 - 11:30
Wednesday	27-Jan-16	<a href="#">RES018-07</a>	McNeill 2061	1 - 2:30
Wednesday	27-Jan-16	<a href="#">RES018-08</a>	McNeill 2061	3 - 4:30

### Contacts

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

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