

## **BULLETIN NUMBER 35**

**TO:** President, Vice Presidents, Deans, Department Directors, Department Chairs, and All Staff Employees

**FROM:** Ralph D. Pedersen  
Director of Human Resources

**DATE:** April 4, 2002

**SUBJECT:** On-Line Timekeeping Using the Wake Information Network (WIN)

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Effective with the payroll period beginning March 30, 2002 and ending April 12, 2002, non-exempt staff employees currently submitting paper timecards will commence the submission of electronic timecards via WIN using the newly developed on-line timekeeping application. Due to the timing of this announcement, it may be necessary for some employees to transcribe previously recorded hours from a paper time card to the electronic timecard in WIN.

This change does not affect non-exempt staff employees in the Facilities Management Department who currently submit time and attendance reports via time clock.

Questions regarding use of the on-line timekeeping application in WIN may be referred to Business Computing at 4357 (HELP) or [bcs@wfu.edu](mailto:bcs@wfu.edu) or to Sharon Anderson at [anderssc@wfu.edu](mailto:anderssc@wfu.edu).