BANNER TEMS
BANNER TRAVEL & EXPENSE IMPLEMENTATION PROJECT

PROJECT PLAN – 4 MONTH ROLLOUT

The EWU Business and Finance Office in coordination with the Office of Information Technology has begun the campus-wide implementation of the Banner Travel and Expense Management System (TEMS), starting January, 2015. Your department is included in one of four Rollout Groups. (please see below)

TEMS will be implemented over a four-month timeframe in four defined Rollout Groups. To determine which group your department is in, please refer to the Rollout Schedule on the Travel Accounting/TEMS website.

Rollout Group 1 (January 2015)
Rollout Group 2 (February 2015)
Rollout Group 3 (March 2015)
Rollout Group 4 (April 2015)

Departmental Implementation Steps

1 - Delegate Orientation – To be held just prior to your group rollout window.

Your department’s Delegate(s) (also known as travel coordinators) will be invited to attend a TEMS Delegate Orientation. This will equip your Delegate(s) with the information needed to assist your department with TEMS implementation. This orientation is in addition to the training that will be provided to Delegates.

2 - Complete Planning Spreadsheet – Submit prior to training window.

The Controller’s Office will send your Delegate a Planning Spreadsheet, which is designed to help your department identify your TEMS Delegate(s), Approvers and Travelers. Your Delegate will complete this spreadsheet. The Controller’s Office will use this spreadsheet to ensure all necessary users have been trained before access is granted to TEMS. Please submit to Justin Flaa, jflaa@ewu.edu.

3 – Schedule and complete TEMS Training – Complete during assigned training window.

Your department has been assigned one of four implementation (training) windows. For example, Group 1 is assigned January, 2015. Please schedule training for your Delegate(s), Approvers and Travelers during the assigned window. If you have a scheduling conflict, please contact Justin Flaa. When your department has completed training, you will be given access to TEMS. Note: All Delegates must complete the in-person TEMS training before their department will be given access to TEMS.

4 – TEMS Provisioning – Controller’s Office setup

The Controller’s Office will monitor implementation progress. However, once your Delegate(s) and one or more Travelers have been trained, contact the Controller’s Office to initiate the provisioning process. Justin Flaa jflaa@ewu.edu.