**Timesheet New Look & Feel**

The timesheet entry look and feel will change on October 2nd.  We invite you to join us for a presentation to help you become familiar with the new timesheet layout.  For your convenience, we have scheduled two training sessions.

To sign up for a training session, please use the links below:

| Date | Time | Location | Registration Link |
|------|------|----------|-------------------|
| Thursday, September 21, 2023 | 2:00 PM – 3:00 PM | Microsoft Teams | Register |
| Thursday, September 28, 2023 | 10:00 AM – 11:00 AM | Microsoft Teams | Register |

To prepare for this change please keep in mind the following dates:

- The system will be unavailable starting on **Friday, September 29th at 5:00pm – Monday, October 2nd 8:00am**.
- The deadline to approve all submitted hours will be on **October 2nd 12:00pm**.

Should you have any questions or need additional assistance, contact us at helpdesk@utep.edu.

The PeopleSoft Team