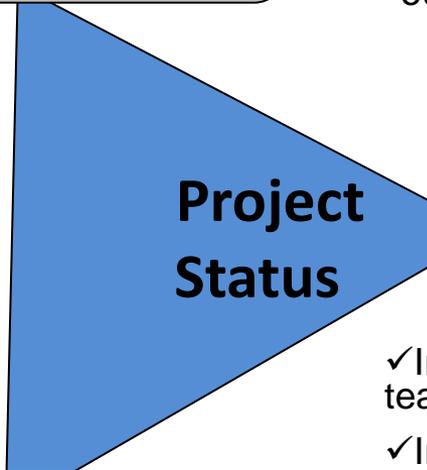# *Saving Trees Using Technology*

Overview

Saving Trees Using Technology is the Office of Student Employment's campaign to join in the University's *"Go Green"* campaign by implementing paperless time sheets using eTime, our new electronic time and attendance system.

Project Status

Phase I: Student Employee workweek changed to Monday through Sunday

Phase II: Training sessions for Managers

Phase III: Student employee time recorded electronically January 3, 2011

Complete

Benefits

✓Increase opportunities for cultivating a culture of teamwork within the organization

✓Increase educational opportunities for student employee accountability and confidence in their development toward professionalism

✓Better reporting mechanisms to monitor weekly student hours and schedules

✓Decrease the risks of violation of Hofstra University's Student Employment policies

Our objective is to ensure that the final project, with your help, delivers a product that simplifies the student payroll process while being kinder to our environment.

Thank you for your support in this endeavor,

**Hofstra University and
The Office of Student Employment**