



V- Y A G E R
CHARTING OUR COURSE



YOUR 14-DAY CHECKLIST: PREPARE FOR THE VOYAGER LAUNCH

Voyager will launch on **July 1, 2025!** Reviewing or completing the items below will help prepare for the upcoming transition.

All Employees

- Review Voyager 101 training materials for information relating to [Basic system navigation](#), [Submitting leave requests](#), [Viewing personal and compensation information](#), and [Self-Service Pay](#) (accessing pay details and updating payment methods).
- Review timesheets, hours worked, leave requests, and leave balances [transition information](#).
 - TRS timesheets, including leave requests, must be submitted by **June 27**. Employees should estimate and record hours worked and leave (annual leave, sick leave, etc.) for June 27-30 in TRS.
 - Non-exempt employees may begin entering hours worked or clocking in and clocking out via the web clock on **July 1**.
 - Existing leave balances will transfer to Voyager, but requests for leave, such as annual leave or sick leave will not. Any approved annual, sick, or other forms of leave occurring after July 1 must be re-entered in Voyager **on or after July 7**.
 - **July 1-7**, absence/leave (annual leave, sick leave, etc.) balances will temporarily show as 0.0 (accurate balances available July 7).
- Access to Banner Employee Self-Service (ESS) will remain available after July 1 for **view-only purposes**. However, no changes can be made in Banner ESS after July 1.
 - While it's not required, employees may choose to print or download documents from Banner ESS for their records: **paystubs, W-2s, 1095-Cs**. Employees can refer to the [How to Download Banner Documents PDF](#), and the [ITS Help Desk](#) is available to assist as needed.
 - Only documents generated after July 1 will be available in Voyager.

Non-Exempt Employees

- Visit the [Non-Exempt Employee](#) page for information about:
 - Biweekly pay schedule for July-December 2025.
 - Benefits deduction schedule.
 - There are 26 pay periods in a year. Some benefit deductions are taken from each paycheck, while others are split over 24 paychecks – leaving two checks per year without deductions.
 - W-4 tax withholdings allocations.
- Review time entry processes and options.
 - Web clock is optional: While daily web clock use is still encouraged, it's no longer required. Non-exempt employees may choose to use the web clock or enter hours worked directly in Voyager, similar to TRS time entry.

Supervisors

- Register for a supervisor-focused [Instructor-Led Training session](#).
- Review the following:
 - [Supervisor Training Resources](#) page.
 - [Absence Approval Guide](#) for exempt and non-exempt employees.

Campus Representatives

“Campus Representative” is a new role in Voyager that will allow some employees to perform many tasks that are vital to the day-to-day operations of ETSU. Campus Representatives have an elevated level of access and responsibility in Voyager, with access to additional screens, reports, and values.

- View the [Campus Representatives page](#) to:
 - Register for Campus Representative training sessions.
 - View available training resources, including [Creating a Purchase Order](#), [Change Assignment](#) and more.

Faculty

- In addition to the [Voyager 101](#) content that is available for all employees, faculty training will be available in August and continue throughout the fall. More information will be shared in August, including links to guides and training sessions.

Dates to Know

- Review the remaining [important dates](#) for key reminders, including:
 - June 27 – TRS: Final Day to Enter Leave & Hours Worked
 - July 1 – Voyager: Non-exempt Employees Time Entry Begins
 - July 7 – Voyager: Accurate Leave Balances Available
 - July 7 – Voyager: Begin Entering Leave
 - July 18 – Voyager: First Biweekly Payroll Paid
 - July 31 – Voyager: First Monthly Payroll Paid

Support Options

Support will be available to help users navigate the system and to help with the transition.

- Open Labs will offer live support where employees may drop in to ask questions or problem-solve (links coming soon).
- Training website and guides with detailed steps and instructions will remain available:




Instructor-Led Trainings
Classroom-style sessions to review processes & policies




Oracle Guided Learning
Built-in help tool that provides on-screen prompts to complete tasks



Job Aids
Step-by-step instructions detailing how to perform specific tasks



Videos
Short videos that provide a visual walkthrough of tasks



Quick Reference Guides
Short overviews that provide a quick way to view task instructions