Q1. How do we know who our Business Officer is?
   A. These can be found on the Ignite website.

Q2. When do timecards go live?
   A. Timecards will be available in Ignite on Sunday, May 17. (Bi-weekly time periods run for two weeks from Sunday-Saturday.) If you are a Monday-Friday employee, you will first enter time on Monday, May 18.

Q3. Will I be able to see other parts of the system on May 17?
   A. No, you will only have access to time cards.

Q4. When will timecard training occur?
   A. This training will begin next week.

Q5. How will training take place?
   A. Training will be available online in several forms: short videos, quick reference guides, and virtual computer labs.

Q6. Who can I turn to for help?
   A. There will be several resources available: the Ignite website, embedded experts within each division, and an Ignite support call center.