

Business Process Training Calendar

ePAR Training Description – Class Number: (UEPARS15)

Comprehensive training on the ePAR system covering all standard functions of ePAR (hiring, employee changes, employee transfers, terminations, approving, etc.) as well as important information regarding budget changes, additional pay items, timely approval, correcting errors, and other EIS functions related to ePAR and payroll.

ePro Coordinator Training Description – Class Number: (EPROCT16)

Designed for current and new individuals who create electronic procurement transactions (ePro). It focuses on purchasing guidelines, documentation requirements, ePro processing in EIS and changes to the budget sections as a result of the Chart of Accounts (COA). Also includes a brief overview of the Historically Underutilized Business (HUB) Program.

PCard Holder & Approver Description – Class Number: (PCHR17)

This training covers the most important guidelines related to the purchasing card, walks you through the application process, card usage, allocating and reconciling in Concur, and additional best practices. PCard holders and approvers, DeptID/ProjID holders who deal with purchasing for their department should attend. Qualifies as the required annual purchasing card refresher.

Introduction to Timekeeping Description – Class Number: (ITT19)

This course serves as the key introduction into the Timekeeping role. It is designed for new Timekeepers, but can also serve as a refresher for current Timekeepers. Attendees will learn the most essential roles and responsibilities of the timekeeper, such as knowing the difference between ORP exempt, TRS exempt and non-exempt employees and how they report time, campus specific policies regarding reporting time, entering and approve time, managing delegations, utilizing the Time and Labor WorkCenter to track current time, outstanding time, and run the most common time related queries.

HOW TO REGISTER

You can register for the trainings at your campus portal. Under the Human Resources tab, you will see "Learning Portal." Using the "Click here" link, then search for the class by name or number.

Have a training question?

Missed a training and need it immediately?

Contact us for help!
carl.miron@untsystem.edu
shaun.treat@untsystem.edu

August

- 27 PCard Holder & Approver - 10am to 11:30am - Building 1, Room 201D
- 27 Introduction to Timekeeping - 1pm to 2:30pm - Building 1, Room 312 P
- 29 ePAR Coordinator – 10am to 12pm - Building 1, Room 201D
- 29 ePRO Coordinator – 1pm to 2:30pm - Building 1, Room 201D

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September

- 24 Introduction to Timekeeping - 1pm to 2:30pm - Building 1, Room 201D
- 24 PCard Holder & Approver - 10am to 11:30am - Building 1, Room 312
- 26 ePAR Coordinator – 10am to 12pm - Building 1, Room 201D
- 26 ePRO Coordinator – 1pm to 2:30pm - Building 1, Room 201D

October

- 22 Introduction to Timekeeping - 1pm to 2:30pm - Building 1, Room 201D
- 22 PCard Holder & Approver - 10am to 11:30am - Building 1, Room 312
- 24 ePAR Coordinator – 10am to 12pm - Building 1, Room 201D
- 24 ePRO Coordinator – 1pm to 2:30pm - Building 1, Room 201D

November

- 12 Introduction to Timekeeping - 1pm to 2:30pm - Building 1, Room 201D
- 12 PCard Holder & Approver - 10am to 11:30am - Building 1, Room 312
- 14 ePAR Coordinator – 10am to 12pm - Building 1, Room 201D
- 14 ePRO Coordinator – 1pm to 2:30pm - Building 1, Room 201D

December

- 10 Introduction to Timekeeping - 1pm to 2:30pm - Building 1, Room 201D
- 10 PCard Holder & Approver - 10am to 11:30am - Building 1, Room 312
- 12 ePAR Coordinator – 10am to 12pm - Building 1, Room 201D
- 12 ePRO Coordinator – 1pm to 2:30pm - Building 1, Room 201D