

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 Time & Labor Description – Class Number: (ITL15)

A comprehensive Time and Labor training that includes an introduction to the time sheet, how to enter time, approve time, correct time, delegate approval authority, and run reports. The training is open to everyone, but is especially helpful for those who manage and approve time.

A Note on Travel Training

Travel is moving it's travel voucher system to Concur and is rolling out the implementation department by department, institution by institution. Please contact travel@untsystem.edu with travel needs and training in the current voucher system in Excel.

May

- 21** PCard Holder & Approver - 10am to 11:30am - Building 1, Room 204
- 21** Introduction to Time & Labor - 1pm to 2:30pm - Building 1, Room 304
- 22** PCard Holder & Approver - 10am to 11:30am - Sys/COL, Room 415
- 22** Introduction to Time & Labor - 1pm to 2:30pm - Sys/COL, Room 415
- 23** ePAR Coordinator – 10am to 11:30am - Building 1, Room 244 ePRO
- 23** Coordinator – 1pm to 2:30pm - Building 1, Room 308

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!
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