

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.

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

February

- 4** Timekeeper - 10am to 11:30am, EAD, Room 291
- 12** ePAR Coordinator – 10am to 11:30am - EAD, Room 291
- 12** ePRO Coordinator - 1:30pm to 3pm, EAD, Room 714
- 14** Introduction to Time & Labor - 10am to 11:30pm - CBH, Room 240
- 14** PCard Holder & Approver - 1:30pm to 3pm - CBH, Room 230

March

19 ePRO Coordinator – 10am to 11:30am - CBH, Room 220

19 ePAR Coordinator – 1:30pm to 3pm - CBH, Room 220

21 Introduction to Time & Labor - 10am to 11:30pm - CBH, Room 230

21 PCard Holder & Approver - 1:30pm to 3pm - CBH, Room 230

April

16 ePAR Coordinator – 10am to 11:30am - EAD, Room 406

16 ePRO Coordinator – 1:30pm to 3pm - EAD, Room 406

18 Introduction to Time & Labor - 10am to 11:30pm - EAD, Room 524

18 PCard Holder & Approver - 1:30PM to 3pm - EAD, Room 524

May

14 ePRO Coordinator – 10am to 11:30am - EAD, Room 524

14 ePAR Coordinator – 1:30pm to 3pm - EAD, Room 524

15 Introduction to Time & Labor - 10am to 11:30pm - EAD, Room 524

15 PCard Holder & Approver - 1:30PM to 3pm - EAD, Room 524

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