Business Process Training Calendar

UNT SYSTEM®

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

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.

Timekeeper Description – Class Number: (TKT17)

New and current timekeepers will learn the essential roles and responsibilities of the timekeeper, how to enter and approve time, manage delegations, and utilize the Time and Labor WorkCentre to track current time, outstanding time, and run time related queries.

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.

February

5 PCard Holder & Approver - 9:30am to 11am - Language Building (LANG), Room 301

5 Introduction to Time & Labor - 2pm to 3:30pm - Wooten Hall (WH), Room 313

7 ePAR Coordinator – 9:30am to 11am - Language Building (LANG), Room 301

7 ePro Coordinator – 2pm to 3:30pm - Wooten Hall (WH), Room 313

March

4 Timekeeper - 10am-11:30am, Business Leadership Building (BLB), Room 260

5 PCard Holder & Approver - 11am to 12:30pm - Discovery Park, Room B157

5 Introduction to Time & Labor - 2pm to 3:30pm - Discovery Park, Room B140

7 ePAR Coordinator – 9:30am to 11am - Language Building (LANG), Room 301

7 ePro Coordinator – 2pm to 3:30pm - Wooten Hall (WH), Room 313

April

8 Timekeeper - 10am-11:30am, Business Service Center (BSC)*, Room 4202A

9 PCard Holder & Approver - 11am to 12:30pm - Business Leadership Building (BLB), Room 140

9 Introduction to Time & Labor - 2pm to 3:30pm - Wooten Hall (WH), Room 313

11 ePAR Coordinator – 10am to 11:30am - Auditorium Building (AUDB), Room 212

11 ePro Coordinator – 1:30pm to 3pm - Wooten Hall (WH), Room 313

May

10 PCard Holder & Approver - 10am to 11:30pm - Business Service Center (BSC)*, Room 4202A

10 Introduction to Time & Labor - 1pm to 2:30pm - Business Service Center (BSC)*, Room 4202A

16 ePAR Coordinator – 10am to 11:30am - Business Service Center (BSC)*, Room 4202A

16 ePro Coordinator – 1pm to 2:30pm - Business Service Center (BSC)*, Room 4202A

*Business Service Center, 1112 Dallas Drive, Suite 4000, Denton, Texas 76205

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