Business Process Training Calendar

UNT SYSTEM®

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.

Interdepartmental Transfer (IDT) Description – Class Number: (IDT19)

In this hands-on training, users will walk through the specific elements of the IDT forms and learn how to complete them. What's an IDT? An Interdepartmental Transaction (IDT) is a form which permits departments to reclassify revenues or expenses from one cost center to another. The purpose of the transaction can be to purchase goods or services, to reclass expenditures, and/or reallocate revenues to different chartstrings.

September

17 Introduction to Timekeeping - 10am to 11:30am - Wooten Hall, Room 117

17 PCard Holder & Approver - 1pm to 2:30pm - Wooten Hall, Room 313

18 ePAR Coordinator – 10am to 12pm - Wooten Hall, Room 313

18 ePRO Coordinator - 1pm to 2:30PM - General Academic Building, Room 438

19 IDT Training - 1pm-3pm - Willis Library, Computer Lab Room 136

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

October

15   Introduction to Timekeeping - 9:30am to 11am - Wooten Hall, Room 213

15   PCard Holder & Approver - 1pm to 2:30pm - Wooten Hall, Room 313

16   ePAR Coordinator – 10am to 12pm - Wooten Hall, Room 313

16   ePRO Coordinator - 1pm to 2:30PM - Wooten Hall, Room 213

17   IDT Training - 1pm-3pm - Willis Library, Computer Lab Room 136

November

19   Introduction to Timekeeping - 9:30am to 11am - Wooten Hall, Room 213

19   PCard Holder & Approver - 1pm to 2:30pm - Wooten Hall, Room 313

20   ePAR Coordinator – 10am to 12pm - Wooten Hall, Room 313

20   ePRO Coordinator - 1pm to 2:30PM - Wooten Hall, Room 213

21   IDT Training - 11am-1pm - Chilton Hall, Computer Lab Room 270

December

17   Introduction to Timekeeping - 10am to 11:30am - BSC*, Room 4202A

17   PCard Holder & Approver - 1pm to 2:30pm - BSC*, Room 4202A ePAR

18   Coordinator – 10am to 12pm - BSC*, Room 4202A

18   ePRO Coordinator - 1pm to 2:30PM - BSC*, Room 4202A

19   IDT Training - 10am-12pm - Chilton Hall, Computer Lab Room 270

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