

Business Support Services 2017 Training Calendar

ePAR Training Description - Class Number: (AO15EP)

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: (AO16PO)

This training is designed for current and new individuals who create electronic procurement transactions (ePro). The training will focus on purchasing guidelines, documentation requirements, ePro processing in EIS and changes to the budget sections as a result of the new Chart of Accounts (COA). The training will also include a brief overview of the Historically Underutilized Business (HUB) Program.

PCard 101 Description - Class Number: (AO15PC)

Purchasing Card 101 training will cover the most important guidelines related to the purchasing card, walk through the application process, card usage, allocating and reconciling in the Global Card Management System (GCMS), and additional best practices. Purchasing Card holders and reconcilers, DeptID/ProjID holders who deal with purchasing for their department should attend this training. This training qualifies as the required annual purchasing card refresher.

Travel Description - Class Number: (AO15TR)

The training will cover what is new in travel, as well as provide tips and helpful reminders. Anyone is welcome to attend the session, and the presenters will customize the training to the audience. There will also be time for a question and answer session following the presentation.

Introduction to Time & Labor Description - Class Number: (AO15TL)

This is 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.

JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

You can register for the trainings at your campus portal and select Training and Development/ Training Enrollment and search for the class by name or the code listed next to each class name.

Questions or comments?
Email: bsc@untsystem.edu
Call: 940.369.5500 or
Toll-Free 855.868.4357

JULY

University of North Texas Campus

- 11** Travel - 10 am to Noon - Business Service Center, Room 4202A
- 13** PCard - 1:30 to 3pm - Business Leadership Building, Room 270
- 18** ePAR - 1:30 to 3pm - Business Leadership Building, Room 255
- 19** ePRO - 1:30 to 3 pm - Environmental Science Building, Room 115

UNT Dallas Campus

- 18** Travel - 2 to 3:30 pm - Building 1, Room 248

JULY

UNT Health Science Center Campus

- 18** Travel - 10 to 11:30 pm - Education & Administration Building (EAD), Room 524
- 20** ePAR - 10 to 11:30 am - Education & Administration Building (EAD), Room 291
- 20** ePRO - 1:30 to 3 pm - Education & Administration Building (EAD), Room 291
- 25** PCard - 10 to 11:30 am - Education & Administration Building (EAD), Room 291

AUGUST

University of North Texas Campus

- 18** Travel - 10 am to 11:30 am - Business Leadership Building, Room 050
- 22** ePAR - 9 to 10:30 am - Business Leadership Building, Room 255
- 23** ePRO - 9 to 10:30 am - Environmental Science Building, Room 115
- 24** PCard - 9 to 10:30 am - Business Leadership Building, Room 270

UNT Dallas Campus

- 16** Travel - 10 am to 11:30 am - Building 1, Room 248

UNT Health Science Center Campus

- 16** PCard - 10 to 11:30 am - Education & Administration Building (EAD), Room 524
- 16** Travel - 2 to 4 pm - Research and Education Building (RES), Room 218
- 17** ePRO - 10 to 11:30 am - Education & Administration Building (EAD), Room 291
- 17** ePAR - 1:30 to 3 pm - Education & Administration Building (EAD), Room 514

JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

You can register for the trainings at your campus portal and select Training and Development/ Training Enrollment and search for the class by name or the code listed next to each class name.

Questions or comments?
Email: bsc@untsystem.edu
Call: 940.369.5500 or
Toll-Free 855.868.4357