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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)
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 & Reconciler Description – Class Number: (AO15PC)
This training covers the most important guidelines related to the purchasing card, walks you through the application process, card usage, allocating and reconciling in the Global Card Management System (GCMS), and additional best practices. PCard holders and reconcilers, 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: (AO15TL)
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: (AO17TK)
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.

Travel Description – Class Number: (AO15TR)
The training covers 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.

Working with Requisitions Description – Class Number: (AO16WR)
Led by a Buyer, this session addresses common issues when creating requisitions. It is an opportunity for ePRO Coordinators to directly ask a Buyer questions or address particular concerns they experience when creating requisitions. This session is NOT meant for new ePRO Coordinators. ePRO Coordinator Training is still necessary to gain access to create requisitions.

Questions or comments? Email bsc@untsystem.edu | call: 940.369.5500/Toll-Free 855.868.4357
October

University of North Texas Campus

12 Introduction to Time & Labor – 2 to 3 pm – Wooten Hall, Room 310
17 PCard Holder & Reconciler – 1:30 to 3 pm – Wooten Hall, Room 113
17 Timekeeper Training – 2 to 3:30 pm – Wooten Hall, Room 310
27 Working with Requisitions – 1:30 to 3 pm – Language Building, Room 302

UNT Health Science Center Campus

10 Travel – 10 am to Noon – EAD, Room 230
18 ePRO – 10 to 11:30 am – Center for BioHealth, Room 230
18 ePAR – 1:30 to 3 pm – EAD, Room 524
19 Introduction to Time & Labor – 9:30 to 10:30 am – Center for BioHealth, Room 240
19 Timekeeper Training – 10:30 to 11:30 am – Center for BioHealth, Room 240

UNT Dallas Campus

10 Travel – 2 to 4 pm – Building 1, Room 312
24 Working with Requisitions – 10 to 11:30 am – Building 1, Room 202
26 Introduction to Time & Labor – 9:30 to 10:30 am – Building 1, Room 102
26 Timekeeper Training – 10:30 to 11:30 am – Building 1, Room 244

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November

UNT Dallas Campus

28 PCard Holder & Reconciler – 10 to 11:30 am – Building 1, Room 312
29 ePRO – 10 to 11:30 am – Building 1, Room 204
29 ePAR – 1:30 to 3 pm – Building 1, Room 208

UNT System Administration

7 Travel – 10 am to Noon – System Building, Room 415

December

University of North Texas Campus

12 ePAR – 9 to 10:30 am – Business Service Center, Room 4202A
12 ePro – 1 to 2:30 pm – Business Service Center, Room 4202A
18 PCard Holder & Reconciler – 12:30 to 2 pm – Business Service Center, Room 4202B
19 Introduction to Time & Labor – 10:30 to 11:30 am – Business Service Center, Room 4202A
19 Timekeeper Training – 1 to 2:30 pm – Business Service Center, Room 4202A

UNT Health Science Center Campus

13 ePRO – 9:30 to 10:30 am – EAD, Room 291
13 ePAR – 1:30 to 3 pm – EAD, Room 291
14 PCard Holder & Reconciler – 1:30 to 3 pm – EAD, Room 291
14 Introduction to Time & Labor – 9:30 to 10:30 am – Center for BioHealth, Room 240
14 Timekeeper Training – 10:30 to 11:30 am – Center for BioHealth, Room 240

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As of 10.2017