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| September | 2019 |

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| Monday | Tuesday | Wednesday | Thursday | Friday |
| 2 | 3 | 4 | 5 | 6 |
|  | ISIR Processing 10-12  SHL 019  Self-Paced  Academic Structure  Campus Community [Bio/Demo]  Admissions  Commitment Control  General Ledger  Intermediate General Ledger | Commitment Control 9-11 APH 210  Talent Acquisition Manager (TAM) 8-12 |  |  |
| 9 | 10 | 11 | 12 | 13 |
| Part 1: HCM Core 8-12 APH 210  Self-paced  Tuition Calculation | Managing 3Cs and Processing FA Applications 9 – 12 APH 210 |  |  | Grants 9-12 APH210 |
| 16 | 17 | 18 | 19 | 20 |
| Self-paced  Curriculum Management: Course Catalog  Student Records: Beginning of Term Processes  Cashering | Refunds 8-12 APH 210  Part 2: HCM Core 8-12 SHL 019 | Student Records: Enrollment Processes 9-12 SHL 019  Awarding Financial Aid and SAP 8 – 12 APH 210 | Faculty day  Mirranda and Jordan to present Faculty Center  Susan to present   * Student Center * Advising Center | Absence Management 8-1 SHL 019 |
| 23 | 24 | 25 | 26 | 27 |
| Self-paced  Curriculum Management: Class Scheduling  Payment Plans |  |  | Part 1: Project Costing 8-12 APH 210 |  |
| 30 |  |  |  |  |
| Self-paced  Managing 3C's and Message Center  CS Staff Self-Service (Staff Homepage)  Student Self-Service (Student Homepage) & Mobile  Faculty Self-Service  Advisor Self-Service  Third-party Contracts  Purchasing - Creating Requisition  Purchasing - Purchase Order  Purchasing - Receipts and Maintenance  Benefits  HCM: Manager Self-Service  HCM: Employee Self-Service |  |  |  |  |

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| October | 2019 |

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| Monday | Tuesday | Wednesday | Thursday | Friday |
|  | 1 | 2 | 3 | 4 |
|  | Customer Contracts 9-12 APH 210 |  |  | General Information: Possible Hire ED Works training   * Confidentiality, FERPA HIPPA & Info * Security & Roles * Search match, looking people up * Query Viewing * Canvas PSQ Reporting * Changes to Finance System/Accounting processes * How to read our budget * User preferences/favorites/making PS you own |
| 7 | 8 | 9 | 10 | 11 |
| Authorizing and Disbursing Financial Aid 9-12 APH 210  Collections 8-12 SHL 125  Self-paced  Continuing Education  Special Student Populations  Purchasing (P-Card)  Travel & Expenses  Accounts Payable  Cash Management and Treasury  Asset Management  Financial Aid Reporting (SNG, FISAP, URR) |  | Part 1: Payroll 9-12 APH 210 | Billing 8-12 APH 210 | Faculty Assessment Day  9:00 Requesting Leave & Time Sheets  10:00 Travel & Expense  1-3 Employee & Manager self-serve |
| 14 | 15 | 16 | 17 | 18 |
| Student Records: End of Term Processes 8-12 SHL 125  Part 1: Processing Pell Payments and Direct Loans 9-12 APH 210  Self-paced  Academic Advisement Rules  Credentials Management - Evaluations & Transfer Credit  Term Rollover  Advanced General Ledger | Part 2: Payroll 9-12 APH 210 | Part 2: Processing Pell Payments and Direct Loans 9-12 APH 210 | Credentials Management - End of Term & Graduation 9 – 12 APH 210 |  |
| 21 | 22 | 23 | 24 | 25 |
| Processing R2T4 10-12 APH 210  Self-paced  Reconciliation, Including Work-Study (FA-SF)  Accounts Receivable | Time and Labor 9-12 APH 210 |  |  |  |
| Faculty Center Week - Schedule morning and afternoon session at CCW, CTC & main Campus | | | | |
| 28 | 29 | 30 | 31 |  |
| GO LIVE WEEK | GO LIVE WEEK | GO LIVE WEEK | GO LIVE WEEK |  |