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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 019Self-Paced Academic StructureCampus Community [Bio/Demo]AdmissionsCommitment ControlGeneral Ledger Intermediate General Ledger | Commitment Control 9-11 APH 210Talent Acquisition Manager (TAM) 8-12 |  |  |
| 9 | 10 | 11 | 12 | 13 |
| Part 1: HCM Core 8-12 APH 210Self-pacedTuition Calculation | Managing 3Cs and Processing FA Applications 9 – 12 APH 210 |  |  | Grants 9-12 APH210 |
| 16 | 17 | 18 | 19 | 20 |
| Self-pacedCurriculum Management: Course CatalogStudent Records: Beginning of Term ProcessesCashering | Refunds 8-12 APH 210Part 2: HCM Core 8-12 SHL 019 | Student Records: Enrollment Processes 9-12 SHL 019Awarding Financial Aid and SAP 8 – 12 APH 210 | Faculty day Mirranda and Jordan to present Faculty CenterSusan to present * Student Center
* Advising Center
 | Absence Management 8-1 SHL 019 |
| 23 | 24 | 25 | 26 | 27 |
| Self-pacedCurriculum Management: Class SchedulingPayment Plans |  |  | Part 1: Project Costing 8-12 APH 210 |  |
| 30 |  |  |  |  |
| Self-pacedManaging 3C's and Message Center CS Staff Self-Service (Staff Homepage) Student Self-Service (Student Homepage) & Mobile Faculty Self-ServiceAdvisor Self-ServiceThird-party ContractsPurchasing - Creating Requisition Purchasing - Purchase Order Purchasing - Receipts and Maintenance BenefitsHCM: Manager Self-ServiceHCM: 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 210Collections 8-12 SHL 125Self-pacedContinuing EducationSpecial Student PopulationsPurchasing (P-Card)Travel & Expenses Accounts Payable Cash Management and TreasuryAsset ManagementFinancial Aid Reporting (SNG, FISAP, URR) |  | Part 1: Payroll 9-12 APH 210 | Billing 8-12 APH 210 | Faculty Assessment Day9:00 Requesting Leave & Time Sheets10:00 Travel & Expense1-3 Employee & Manager self-serve |
| 14 | 15 | 16 | 17 | 18 |
| Student Records: End of Term Processes 8-12 SHL 125Part 1: Processing Pell Payments and Direct Loans 9-12 APH 210Self-pacedAcademic Advisement RulesCredentials Management - Evaluations & Transfer Credit Term RolloverAdvanced 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 210Self-pacedReconciliation, 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 |  |