[Sign up](https://www.sbctc.edu/colleges-staff/it-support/ctclink/ctclink-implementation-calendar.aspx#/?i=10) for a course

Dates as of August 23, 2019. Please verify at above link.

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# September

**Self-paced courses available on September 3, 2019**

AS100: Academic Structure

Available Tuesday, September 3, 2019 This is a self-paced course.

**Course Description**

Academic Structure is the foundation of the PeopleSoft Student Administration modules and their functions. It encompasses the institution’s schools and colleges, academic programs and departments, and subject areas. Academic Structure serves as the basis for the course catalog and schedule, grading scheme, and all related tables that must be created prior to implementation.

**Course Objectives**

This course will go through the configuration, functionality, and business process related to academic structure in ctcLink.

Upon completion of this course, the participant will have a basic understanding of how to:

1. Manage academic structure by viewing and editing academic institutions, careers, programs, plans, organizations, and group.
2. Manage academic calendars and academic term calendars (Maintaining dates will be covered in the Beginning of Term Processes course.

CC100: Campus Community [Bio/Demo]

Available Tuesday, September 3, 2019 This is a self-paced course.

**Course Description**

Campus Community data serves as the foundation person record for all Campus Solutions data and the global data in Campus Community is shared by all institutions. Campus Community enables you to maintain and manage a wide range of biographic and demographic information on people and organizations of interest to your institution, both internal and external.

**Course Objectives**

This course will go through the configuration, functionality, and business process related to maintaining personal information for students and organizations.

Upon completion of this course, the participant will be able to:

1. Search for Students
2. Maintain Personal Information
3. Understand Organization Data
4. View and Assign Service Indicators
5. Understand and Navigate Student Services Center

GL100: General Ledger

Available Tuesday, September 3, 2019 This is a self-paced course

**Course Description**

This training course is designed for staff who work within the Finance (FIN) pillar specifically within General Ledger.

The General Ledger is the heart of an organization's financial system as it is the central repository for accounting activity. Organizations record their business activity through journal entries (or through subsystem accounting entries, such as Payables), which are posted to the general ledger using a collection of accounts, departments and so on. This collection of accounts is often referred to as a chart of accounts, which enables companies to classify financial (and statistical) data that is used for analyzing and reporting worth and profitability.

Journal entries for actual transactions are made in a double entry system, in accordance with Generally Accepted Accounting Principles (GAAP), where debits equal credits. You can, however, choose to enter budget or statistical data as one-sided entries.

The true test of a general ledger system is in the way it accepts and processes these journal entries. PeopleSoft General Ledger provides journal entry formats that enable you to enter any type of transaction quickly and easily without losing the control you need to ensure accuracy.

PeopleSoft General Ledger also includes other aspects, such as allocating shared assets and expenses, maintaining budgets, and reporting.

**Course Objectives**

This course will go through the configuration, functionality, and business process related to FIN/General Ledger.

GL200: Intermediate General Ledger

Available Tuesday, September 3, 2019 This is a self-paced course

**Course Description**

This course provides core navigational and conceptual information for entering General Ledger Journals, Running the Journal Generate process, and Processing Year End Close.

Upon completion of this course, the participant will be able to:

1. Describe the SBCTC General Ledger structure
2. Identify key General Ledger terms
3. Identify the Journal entry process
4. Perform Journal Edits and identify the types of Journal errors
5. Initiate the Journal Generator process
6. Identify rules, settings, and schedules that can be defined
7. Describe the steps for Processing Year End Close

KK100: Commitment Control

Available Tuesday, September 3, 2019 This is a self-paced course

**Course Description**

Upon completion of this course, the participant will be able to:

1. Enter a Commitment Control budget.
2. Update a budget journal using the Journal Line Copy Down feature.
3. Enter a journal using Commitment Control.
4. Inquire on budget transactions.

RA101: Admissions

Available Tuesday, September 3, 2019 This is a self-paced course

Course Descriptions:  
Admissions helps you plan, manage, and track admissions activities. This course covers managing applicant records as well as evaluating, admitting and processing applicants both online and manually. Users will learn about the configuration, functionality, and business processes related to this PeopleSoft module. Focus will be on the automated or online admissions process, the manual aspect of admissions processing from application to matriculation.

Course Outlines:   
1. Understand the Online Application Process  
2. Add and Delete Applications  
3. Matriculate Applicants

SF100: Tuition Calculation

Tuesday, September 3, 2019, 8am – 12pm

**Course Description**

This course will go through the various processes designed to assess student tuition and fees including tuition calculation components. This course will also review the steps required to apply waivers to student accounts to offset tuition charges.

**Course Objectives**

Upon completion of this course, the participant will be able to:

1. Understand the Tuition Calculation page
2. Calculate and view tuition for students
3. Understand and process waivers/adjustments
4. Assign fees and recalculate tuition
5. Complete the enrollment cancellation process
6. Understand common calculation errors

FA100: ISIR Processing

Tuesday, September 3, 2019, 10am – 12pm

**Course Description**

This course covers ISIR processing in PeopleSoft.  Financial Aid offices load Institutional Student Information Records (ISIRs) into PeopleSoft, after they are exported through the Department of Education (DOE) application, EdConnect.  This course content also covers setting up User Defaults, uploading ISIR files, importing ISIRs, loading ISIRs, processing Ability to Benefit (ATB), running Suspense Management, and running INAS.

**Course Objectives**

This course will go through the configuration, functionality, and business processes for ISIR processing related activities.just noticed this.

Upon completion of this course, the participant will be able to:

1. Set Up User Defaults & Import and Process ISIRs
2. Process Ability to Benefit
3. Understand Overview of ISIR Suspense Management

TM100: Talent Acquisition Manager (TAM)

WEDNESDAY, September 4, 2019, 8am – 12pm

**Course Description**

This course will walk through the steps of creating a position to preparing to hire an applicant.  Some “touchpoints” will include; creating a job opening, searching and applying for jobs, managing job openings, managing interviews, the interview evaluation process and preparing to hire. Each section we will explore entering valid values through the system to prepare data for HR Core activities.

**Course Objectives**

Upon completion of this course, the participant will be able to:

* Effectively create a job opening with added details to move the opening forward for approval.

HR100: HCM Core (Part 1)

MONDAY, SEPTEMBER 9, 2019, 8AM – 12PM

**Course Description**

HR Core is one of several modules within the HCM pillar. The purpose of this course is to introduce participants to the basic concepts, terminology, and steps required for managing and developing your workforce, monitoring compliance to regulatory rules and provide compensation for your employees. Participants will learn the PeopleSoft language and processes as it pertains to HR Core by reading text and viewing videos, working through various interactive exercises, as well as manipulating data in a live training environment. Additional course information includes discussion boards, quick reference guides (QRGs), tip sheets and other important resources.

**Course Objectives**

Upon completion of this course, the participant will be able to:

* Create a position by copying an existing position or creating a new position.
* Manage positions by viewing position data summaries and history, transferring an employee into a new position and reclassifying a position with a new job code.
* Manage profiles by tracking educational background, professional education & training, licenses, certifications, professional memberships and language abilities.
* Administer workforce by adding a person and adding POI type.
* Enter additional data in HR records to include searching for person information, national ID and disability information.  Other additions include; beneficiary and dependent information, citizenship, passport & visa information and bank account information.
* Update person and job information by entering multiple actions, promotions, departmental transfers, FTE changes, terminations and retirements.  Also included is entering deaths and/or rehires.
* Understand how to manage compensation by salary planning, understanding the components of pay and rate codes classes.  Also included; entering a pay increase using steps, change percent and comp rate codes.

FA101: Managing 3Cs and Processing FA Applications

TUESDAY, SEPTEMBER 10, 2019, 9 – 12PM

**Course Description**

This course covers processing Financial Aid applications. Processing FA applications is a multi-step operation performed by financial aid staff. This course allows participants to understand and participate in the various steps involved in processing applications successfully. Topics covered will include assessing need, maintaining FA term, working a student budget, managing 3Cs and any batch processes related to these topics.

**Course Objectives**

This course will go through the configuration, functionality, and business processes related to processing financial aid applications.

Upon completion of this course, the participant will be able to:

1. Understand Admin Functions and Manage Checklists, Communications and Comments
2. Manage Financial Aid Terms (Manually and Batch)
3. Update FA Progress Units (2 different queries)
4. Manage Student Budgets (Manually and Batch)
5. Assess Financial Aid Need
6. View NSLDS and Federal EFC Summary Data

SF101: Cashiering

WEDNESDAY, SEPTEMBER 11, 2019, 9AM – 12PM

**Course Description**

This course will go through processes that take place in the Cashier’s Office. It also includes the necessary steps related to the management of the Cashier’s Office that takes place on a daily basis.

Course Objectives

Upon completion of this course, the participant will be able to:

1. Opening a Cashiering Office
2. Processing Student and Corporate Payments
3. Generating Departmental Receipts
4. Creating Interim Deposits\*
5. Cashing a Check\*
6. Using Cash Replenishment\*
7. Voiding Receipts
8. Reconciling Register/Cashier
9. Closing the Cashiering Office
10. Reopening a Cashiering Office

\* = Dependent on college business process

GR100: Grants

friday, September 13, 2019, 9am – 12pm

This training course is designed for staff who work within the Finance (FIN) pillar specifically within Grants.

Grants was conceived and developed with all the integrated tasks associated with sponsored research in mind and supports the key business processes associated with the administration of sponsored research activities.

Grants is not a standalone application, as it leverages functionality delivered within Contracts, Project Costing, General Ledger and Billing to provide a fully integrated Grants Management solution.

Grants administrative functions include proposal and budget preparation and submission, award processing, award management and reporting, and award closeout. Grants delivers tools that support all these administrative requirements.

**Course Objectives**

This course will go through the configuration, functionality, and business process related to FIN Grants.

Upon completion of this course, the participant will be able to understand and complete the following functions:

1. Prepare and submit proposals
2. Manage awards and projects
3. Project Type: Pre-Paid, Fixed or Incurred/Reimbursable
4. Establish F & A - Facilities and Administration
5. Commitment Control (KK)
6. Manage award billing
7. Modify or amend proposals
8. Perform the award close out process
9. (Explore Grants Portal ??) → verify if working w/ CD or add later
10. Run Financial and SCM reports

**Additional Self-paced courses available on September 16, 2019**

SR102: Student Records: Beginning of Term Processes

Available Monday, September 16, 2019 This is a self-paced course.

**Course Description**

PeopleSoft Beginning of Term Process helps you go through the configuration, functionality, and the business process related to student records beginning of term processes. Enrollment Services provides student-centered administrative services supporting future and current students in their academic goals. When a student is admitted by your college, student records are collected and students begin to enroll in classes. Calendars are defined by dates, dynamic included, which drive daily business—allowing you to activate students into a term and assign them an enrollment appointment. The focus of this course will be on managing academic dates and deadlines, creating dynamic dates, activating students, and managing enrollment appointments.

Course Outcomes:

1. Manage Academic Dates and Deadlines
2. Create Dynamic Class Dates
3. Activate Students
4. Manage Enrollment Appointments

**SR100: Curriculum Management: Course Catalog**

Available Monday, September 16, 2019 This is a self-paced course

**Course Description**

The Course Catalog component contains several pages that enable you to enter all information for a course: the course title, units, workload hours, components, description, topics, requisites, and so on. Each of the pages will be reviewed in the order in which you use them to set up a new course offering.

**Course Objectives**

This course will go through the configuration, functionality, and business process related to Curriculum Management - Course Catalog.

Upon completion of this course, participants will be able to:

1. Create and Maintain Courses
2. Create Course Equivalency Groups
3. Search for Courses
4. Print the Course Catalog

HR100: HCM Core (Part 2)

TUESDAY, SEPTEMBER 17, 2019, 8AM – 12PM

**Course Description**

HR Core is one of several modules within the HCM pillar. The purpose of this course is to introduce participants to the basic concepts, terminology, and steps required for managing and developing your workforce, monitoring compliance to regulatory rules and provide compensation for your employees. Participants will learn the PeopleSoft language and processes as it pertains to HR Core by reading text and viewing videos, working through various interactive exercises, as well as manipulating data in a live training environment. Additional course information includes discussion boards, quick reference guides (QRGs), tip sheets and other important resources.

**Course Objectives**

Upon completion of this course, the participant will be able to:

* Create a position by copying an existing position or creating a new position.
* Manage positions by viewing position data summaries and history, transferring an employee into a new position and reclassifying a position with a new job code.
* Manage profiles by tracking educational background, professional education & training, licenses, certifications, professional memberships and language abilities.
* Administer workforce by adding a person and adding POI type.
* Enter additional data in HR records to include searching for person information, national ID and disability information.  Other additions include; beneficiary and dependent information, citizenship, passport & visa information and bank account information.
* Update person and job information by entering multiple actions, promotions, departmental transfers, FTE changes, terminations and retirements.  Also included is entering deaths and/or rehires.
* Understand how to manage compensation by salary planning, understanding the components of pay and rate codes classes.  Also included; entering a pay increase using steps, change percent and comp rate codes.

SF102: Refunds

TUESDAY, SEPTEMBER 17, 2019, 9AM – 12PM

**Course Description**

This course will review how to issue different types of refunds including financial aid, higher one, AP checks and credit cards. Topics addressed will include student/corporate refunds by AP Check or credit card (Cybersource), financial aid including Parent Plus loans, and refunds through BankMobile (HigherOne).

**Course Objectives**

This course will go through the configuration, functionality, and business process related to refunds.

Upon completion of this course, the participant will be able to:

1. Creating & Viewing Student Refunds
2. Creating & Viewing Organization Refunds
3. Creating Student Batch Refunds
4. Completing Batch Payroll Refunds
5. Completing Accounts Payable Refunds
6. Cancelling or Reversing Student & Corporate Refunds

FA102: Awarding Financial Aid and SAP

WEDNESDAY, SEPTEMBER 18, 2019, 8AM – 12PM

**Course Description**  
This course covers the awarding of financial aid and SAP.  Financial aid staff award financial aid and run SAP.  In the Awarding process, a user will assign checklists, calculate state aid eligibility (SNG/CBS), run NSLDS Aggregate Push, and other jobs before Mass Packaging or Manual Packaging can be completed.  This course will review the steps involved in the packaging process, and will then cover the types of packaging that exists in PeopleSoft.

**Course Objectives**  
This course will go through the configuration, functionality, and business processes related to FA Awarding and SAP.

Upon completion of this course, the participant will be able to:

1. Assign Self-Service, Assigning a Shopping Sheet, and Bank Mobile Checklist
2. Process State Need Grant
3. Process College Bound Scholarship
4. Process NSLDS Transfer Monitoring, FA History
5. Manually Award and Online Package Financial Aid
6. Mass Package Financial Aid
7. Manage Service Indicators and FA Self Service
8. Repackage, Revise, and View Awards
9. Generate and Send Award Notifications
10. Expire and View Anticipated Aid
11. Override, View Awards and Adjust Aggregate Limits
12. Manage Satisfactory Academic Progress

SR103: Student Records: Enrollment Processes

WEDNESDAY, SEPTEMBER 18, 2019, 9AM – 12PM

Course Description:

Student Records: Enrollment Processes  includes features that enable you to process enrollment request such as: enroll, add, drop, swap, and manage the waitlist for the students. These features work in conjunction with the PeopleSoft Campus Solutions information you enter on the Records and Enrollment pages.  
In addition to the enrollment pages,  PeopleSoft also provides a process for Quick Enroll and manage student's Grades.

Course Outcomes:

1. Enroll Students
2. Manage Waitlists
3. Process Term Withdrawals
4. Manage Enrollment Requirements
5. Run National Student Clearinghouse (NSC) Report
6. Request, Produce and Receive Transcripts
7. Use Student Milestones
8. Track Attendance

AB100: Absence Management

FRIDAY, SEPTEMBER 20, 2019, 8AM – 1PM

**Course Description**

This training course is designed for staff who work within the Human Capital Management (HCM) pillar specifically within Absence Management.

Absence Management includes schedules, entitlements, absence types and reasons, takes, absence entry, absence approvals, self-service features, and integrations. Absence Management is a rules based engine that contains no specific application rules or code. Using items called elements you are able to build absence rules that apply to your organization. The rule-based engine will process complex absence and accrual logic. You can also tailor the application for self-service transactions and modify the approval logic.

Absence Management shares the same relational data framework, user interface, reporting tools, and customization capabilities as Oracle's PeopleSoft Enterprise Human Resources. This enables Absence Management to automatically retrieve personal data, job data, and other information from PeopleSoft Enterprise Human Resources for absence processing

**Course Objectives**

This course will go through the configuration, functionality, and business process related to HCM/Absence Management.

Upon completion of this course, the participant will be able to understand and complete the following functions:

1. Use schedules
2. Use calendars
3. Process absences

SF103: Payment Plans

Available Monday, September 23, 2019 This is a self-paced course.

**Course Description**

This is a self-paced course.

This course will go through the steps required to create a payment plan as well as assign students to the payment plan to allow students to pay tuition and fees in installments throughout a given term.

**Course Objectives**

Upon completion of this course, the participant will be able to:

1. Create/Copy and Assign a Student to Payment Plan
2. Assign and Cancel a Payment Plan
3. Recalculating a Payment Plan Contract

SR101: Curriculum Management: Class Scheduling

Available Monday, September 23, 2019 This is a self-paced course.

Course Description:

Class scheduling addresses all aspects of class building.  This includes scheduling sections of a newly created course or adding to and maintaining already scheduled class sections.  This will include class associations and permissions, creating combined sections, searching for and adding facilities, and adding or updating class meeting patterns.  Also included will be how to copy your prior term’s class data as well rolling catalog data down to all the class sections.

Course Outcomes:

1. Manage the Schedule of Classes
2. Manage Room Scheduling

PC100: Project Costing

THURSDAY, SEPTEMBER 26, 2019, 8AM – 12PM

**Course Description**

This training course is designed for staff who work within the Finance (FIN) pillar specifically within Project Costing.

Project Costing is a powerful application that will allow you to efficiently track and analyze project costs and allocate project resources. Project Costing seamlessly integrates with several other PeopleSoft applications.

**Course Objectives**

Upon completion of this course, the participant will be able to understand and complete the following functions:

1. Create projects in ctcLink.
2. Maintain projects in ctcLink.
3. Analyze projects.
4. Run project pricing to calculate transaction costs.
5. Manage resource transactions.
6. Explain the basics of project integration.
7. Explain Projects integration with Asset Management.
8. Explain Projects integration with General Ledger.
9. Explain Projects integration with Procurement.
10. Explain Projects integration with Expenses.
11. Use WorkCenters and Dashboards.
12. Run reports.

PU100: Purchasing - Creating Requisition

Available Monday, September 30, 2019 This is a self-paced course.

**Course Description**

Purchasing is the business process of procuring goods and services from suppliers in order to continue business operations. The procurement process involves requesting goods or services, managing quotes from suppliers, creating contracts, managing purchase orders, receiving goods, and remitting payments. The efficiency of a company's purchasing process has a direct and material effect on their ability to make a profit. This particular course focuses on creating and maintaining the requisitions processes of purchasing.

Upon completion of this course, the participant will be able to understand and complete the following functions:

1. Maintain supplier information
2. Manage items
3. Manage requisitions
4. Change requisitions
5. Use commitment control

PU101: Purchasing - Purchase Order

Available Monday, September 30, 2019 This is a self-paced course.

**Course Description**

Purchasing is the business process of procuring goods and services from suppliers in order to continue business operations. The procurement process involves requesting goods or services, managing quotes from suppliers, creating contracts, managing purchase orders, receiving goods, and remitting payments. The efficiency of a company's purchasing process has a direct and material effect on their ability to make a profit. This particular course focuses on the creating and managing purchase order processes of purchasing.

Upon completion of this course, the participant will be able to understand and complete the following functions:

1. Administer purchase order contracts
2. Create purchase orders
3. Process purchase orders
4. Manage purchase order change orders
5. Manage purchase orders

PU102: Purchasing - Receipts and Maintenance

Available Monday, September 30, 2019 This is a self-paced course.

**Course Description**

Purchasing is the business process of procuring goods and services from suppliers in order to continue business operations. The procurement process involves requesting goods or services, managing quotes from suppliers, creating contracts, managing purchase orders, receiving goods, and remitting payments. The efficiency of a company's purchasing process has a direct and material effect on their ability to make a profit. This particular course focuses on the processes for maintaining receipts within purchasing.

Upon completion of this course, the participant will be able to understand and complete the following functions:

1. Manage Vendor Returns
2. Manage receipts
3. Analyze procurement
4. Run reports
5. Use WorkCenters and Dashboards

SF104: Third-party Contracts

Available Monday, September 30, 2019 This is a self-paced course.

**Course Description**

This course will go through the various processes needed to manage third party sponsors.  It will include creating third party contracts and assigning students to applicable contracts.  It will also include details on billing third party sponsors for student charges, processing payments, and issuing refunds to sponsors.

**Course Objectives**

This course will go through the configuration, functionality, and business process related to administering third party contracts. Upon completion of this course, the participant will be able to:

1. Create and Copy Students to a Third-Party Contract
2. Assign and Cancel Students from a Third-Party Contract
3. Recalculating a Third-Party Contract
4. Create Third Party Invoice
5. Post a Third Party Contract Payment
6. Issue a Refund to a Third Party Sponsor
7. Rollover Third Party Contracts

CA100: Advisor Self-Service

Available Monday, September 30, 2019 This is a self-paced course.

**Course Description**

Not yet available

CC101: Managing 3C's and Message Center

Available Monday, September 30, 2019 This is a self-paced course.

**Course Description**

This course will cover the 3Cs: Communications, Comments, and Checklists.  This course will involve the configuration, management, running, and use of the 3Cs functionality in PeopleSoft.

Course Outcomes:

1. Updating letter templates
2. Running 3C’s processes
3. Set Up Communications
4. Manage and Use Communications
5. Set Up Comments
6. Manage and Use Comments
7. Set up Checklists
8. Manage and Use Checklists
9. Understand and Set Up 3C Security Groups
10. Set up 3C Triggers
11. Run 3C Processes
12. Manage and Send Messages through Message Center

CF100: Faculty Self-Service

Available Monday, September 30, 2019 This is a self-paced course.

**Course Description Not Yet Available**

CH100: CS Staff Self-Service (Homepage)

Available Monday, September 30, 2019 This is a self-paced course.

**Course Description**

Campus Self-Service offers role-based and function-based self-service functionality that enable you to provide staff with self-service access to information and transactions.

Staff Homepage is a collection of tiles that staff select to access transactions. A homepage can display different tiles on different form factors.

Selecting a tile on a homepage opens the corresponding transaction. Most of the delivered tiles open Fluid pages, but a few open Classic pages.

Homepage tiles can also display dynamic information. Depending on how the homepage and tiles are set up, students may be able to choose which tiles appear on each homepage.

CS100: Student Self-Service (Student Homepage) & Mobile

Available Monday, September 30, 2019 This is a self-paced course.

**Course Description Course Objective**

This course will go through the functionality and business processes related to using Student Homepage and Student Center.

Upon completion of this course, the participant will be able to:

1. View the Student Homepage/Profile Tile and the Student Center/Personal Information section to update Personal Information such as name, email address, phone number, address, emergency contacts, enable ethnicity, FERPA control.
2. Review the Student Homepage/Tasks Tile and the Student Center/Holds and To Do List sections to view and update holds and to do list items (service indicators, checklists)
3. View and Use Message Center
4. Use the Student Homepage/Manage Classes Tile and the Student Center/Academics section to manage enrollments and class schedule (add, drop, swap, update classes, search for classes, browse course catalog, view my classes, use shopping cart, enroll by my requirements, manage class planner)
5. Review and Understand the Student Homepage/Academic Progress Tile and the Student Center/Academics section to understand academic progress and academic advisement information, apply for graduation and view graduation status.
6. Review the Student Homepage/Academic Records Tile and the Student Center/Academics section to view course history, grades and transcripts.
7. Review the Student Homepage/Financial Aid Tile and the Student Center/Financial Aid section to view, accept, and decline Financial Aid
8. Review the Student Homepage/Financial Account Tile and the Student Center/My Account section to view student financial account and make payments.

ES100: Employee Self-Service

Available Monday, September 30, 2019 This is a self-paced course.

**Course Description**

The Employee Self Service module in PeopleSoft allows the user to view Careers to include; job notifications, saved searches and contact information. It also allows the employee to track time, enter timed, report leave/comp time, request an absence and view requests and time summaries. An employee has the ability to view Payroll information, Personal Details and Benefit Details.

Topics covered:

* Delegation Request
* Manage Personal Information
* Voluntary Deductions
* Time report User preferences (by pay period)
* Using timesheet and Modify Reported time (view payable) Report time (accessibility) and Enter time (tiles)
* Reporting Comp time Classified Staff
* Requesting Overtime (custom page w/ overtime request and view comp time balance) ctc Time
* Requesting Absences
* W2 Consent

MS100: Manager Self-Service

Available Monday, September 30, 2019 This is a self-paced course.

**Course Description**

The Manager Self Service module in PeopleSoft allows the user to view and work in Recruiting Activities to include; searching applicants, applications and job openings. Create applicants and job openings, view interview calendars, review saved searches and configure recruitment question sets. This module also allows managers to view pending approvals for job openings and job offers. The My Team tile allows managers a dashboard view of stats to include current headcounts, performance status and current salary analysis. Team Time allows managers to report time, view weekly time entries and summaries, view requests and analyze workforce availability. Absence Analytics will allow managers to view reports around absence data.

Topics covered:

* Approving Absences
* Assign Work schedule
* Delegate Authority
* Recon/ enter / Modify time for an employee
* Viewing Personal information for employees
* Review exceptions
* View Compensatory Time

BN100: Benefits

Available Monday, September 30, 2019 This is a self-paced course.

**Course Description**

The PeopleSoft Manage Base Benefits business process provides you with the tools that you need to manage your employee benefit programs. It enables you to set up your basic benefits system architecture and enroll employees and their dependents into the benefits system. This comprehensive benefits management solution supports a full range of benefit programs and plans, and provides you with everything you need to maintain your benefit records and to respond to inquiries from decision makers, managers, and other employees.

**Course Objectives**

Upon completion of this course, the participant will be able to understand and complete the following functions:

1. Base Benefits Fundamentals
2. Managing Benefits
3. Running Reports
4. Custom Interfaces and Processes

# October

CM100: Customer Contracts

TUESDAY, OCTOBER 1, 2019, 9AM – 12PM

**Course Description**

Contracts is an application that helps efficiently execute long-term revenue-generating contracts for products and services. To be effective, a contract management system must take into account the way a customer runs his or her business.  
With PeopleSoft Contracts, an organization can accommodate its internal requirements and those of its customers without the typical manual intervention and accounting manipulation.

Upon completion of this course, the participant will be able to understand and complete the following functions:

1. Introduction to contracts  
2. Create contracts  
3. Work with milestones  
4. Create billing plans  
5. Create revenue recognition plans  
6. Book and manage revenue  
7. Amend a contract  
8. Manage accounting distribution  
9. Manage contract billing  
10. Create and manage limits  
11. Manage contract notes  
12. Price contracts  
13. Process contract billing  
14. Work with project costing  
15. Maintain support teams  
16. Manage contracts  
17. Work with federal reimbursable agreements  
18. Process prepaid amounts  
19. Run reports

**Self-paced courses available on October 7, 2019**

PU103: Purchasing w/ P-Card

Available Monday, October 7, 2019 This is a self-paced course.

**Course Description**

The procurement card feature supports credit card purchases made by card holding employees in your organization and enables you to reduce the number of small purchases that go through your procurement department. You must have PeopleSoft Payables installed to implement the procurement card feature in PeopleSoft Purchasing.

SR107: Special Populations

Available Monday, October 7, 2019 This is a self-paced course.

**Course Description**

This course combines components of the general admissions process as well as components of managing the course catalog and class scheduling, to process student records for International, BEdA, DOC and Apprenticeship special programs, as well as High School programs to include: Running Start, CitHS, and HS Re-Engagement and Veterans programs.

**Course Objectives**

Upon completion of this course, the participant will be able to:  
1. Process admissions for special programs  
2. Understand how attributes are applied for special programs  
3. Understand how student groups are applied for special programs  
4. Process admissions for high school special programs  
5. Process Residency: how it is applied to high school special program students  
6. Understand how Class Attributes are applied to high school special programs  
7. Understand how Student Groups are applied to high school special programs  
8. Process Admissions for Veterans  
9. Understand how Residency is applied to Veterans  
10. Understand how Veteran Student Groups are applied  
11. Certify Quarterly Enrollment for Veterans  
12. Track Veteran Benefit Reporting  
13. Understand Veteran Query Options

AM100: Asset Management

Available Monday, October 7, 2019 This is a self-paced course.

**Course Description**

This training course is designed for staff who work within the Finance (FIN) pillar specifically within Asset Management.  
Asset Management can be added to Purchasing documents to help capture purchased assets. Some common integration points associated with Asset Management are:

* Financials requires that you transfer journals from Asset Management to PeopleSoft General Ledger (GL). You will distribute accounting entries for asset transactions and depreciation and generate journals to the GL.
* When you use Asset Management with Payables, you can share asset information between these applications. This interface eliminates the need for dual maintenance of vouchers and their corresponding asset data. Payables sends all asset additions, adjustments, and retirements for unposted vouchers to Asset Management. The integration between Asset Management lease payments and Payables automatically generates vouchers for lease payments that are calculated in Asset Management. This includes both capital and operating leases. Additionally, the lease payment schedule segregates the principal and interest of each payment and is used to generate the payment accounting entries. Asset Management generates the associated monthly accrual accounting entries.
* Asset Management integrates with Project Costing by sharing information about assets associated with ongoing projects. Assets that originate in Project Costing are usually the outcome of construction projects.
* You can share asset information between Asset Management and Purchasing. You will have real-time access to the supplier, voucher, and order data in this system. The interface between these applications eliminates the need for dual maintenance of receipts and their corresponding asset data. Purchasing sends all asset additions, adjustments, and retirements for unposted receipts to PeopleSoft Asset Management.

**Course Objectives**

This course will go through the configuration, functionality, and business process related to FIN/Asset Management.

Upon completion of this course, the participant will be able to understand and complete the following functions:

1. Add and Maintain Assets
2. Maintain parent and Child Assets
3. Adjust and Transfer Assets
4. Perform Physical Inventory
5. Work with Leased Assets
6. Retire Assets
7. Archive Asset Information
8. Depreciate Assets
9. Create Accounting Entries
10. Integrate with Other PeopleSoft Applications
11. Change Assets in Mass
12. Run Reports

AP100: Accounts Payable

Available Monday, October 7, 2019 This is a self-paced course.

**Course Description**

This Finance course will cover the following actions: creating and editing suppliers, entering vouchers, approving vouchers, budget checking vouchers, matching for vouchers, posting vouchers, processing payments and maintenance.

Upon completion of this course, the participant will be able to understand and complete the following functions:

1. Maintain Suppliers
2. Enter Vouchers
3. Manage Vouchers
4. Establish Recurring Voucher Contracts
5. Process Payments
6. Run Batch Processes
7. Run Inquiries
8. Use Workcenters and Dashboards
9. Run Reports

CE100: Continuing Education

Available Monday, October 7, 2019 This is a self-paced course.

**Course Description**

This course combines the general components of Con Ed admissions, managing the course catalog for Con Ed, scheduling Con Ed classes, configuring the OSECE Template, and processing Con Ed enrollment.

1. Maintain Continuing Education Term/Session and Academic Calendar dates  
2. Understand and use dynamic class dates for Continuing Education classes  
3. Create and manage Continuing Education courses  
4. Schedule Continuing Education classes  
5. Understand and maintain OSECE configurations  
6. Understand the OSECE enrollment process  
7.  Admit and enroll Continuing Education students as an administrator

CT100: Cash Management and Treasury

Available Monday, October 7, 2019 This is a self-paced course.

**Course Description**

This training course is designed for staff who work within the Finance (FIN) pillar specifically within Cash Management.

Cash Management provides bank fee and account analysis, cash position calculation and review, transactional bilateral netting, electronic funds transfers (EFTs), cash flow settlement payments, investment pools, accounting entry creation and maintenance, VAT (value added tax) accounting creation and adjustment, and in-house banking activities.

**Course Objectives**

This course will go through the configuration, functionality, and business process related to FIN/Cash Management.

Upon completion of this course, the participant will be able to understand and complete the following functions:

1. Manage cash positions.
2. Manage fees and transfers.
3. Manage settlements.
4. Process payments through Financial Gateway.
5. Manage treasury accounting entries.
6. Use the Treasury Dashboards.
7. Run reports.

EX100: Travel & Expenses

Available Monday, October 7, 2019 This is a self-paced course.

**Course Description**

This training course is designed for staff who work within the Finance (FIN) pillar specifically within Expenses.

Expense Management allows your employees to capture and submit time and expenses in online, disconnected, or wireless mode. Employees save time and you save on processing costs. This module reviews the fundamentals you will need to use PeopleSoft Expenses.

**Course Objectives**

This course will go through the configuration, functionality, and business process related to FIN/Expenses.

Upon completion of this course, the participant will be able to understand and complete the following functions:

1. Maintain employee profiles.
2. Prepare travel authorizations.
3. Prepare cash advances.
4. Prepare expense reports.
5. Process expense report exceptions.
6. Use commitment control with Expenses.
7. Manage approvals in Expenses.
8. Process expense payments.
9. View accounting transactions in Expenses.
10. Run reports

FA106: Financial Aid Reporting (SNG, FISAP, URR)

Available Monday, October 7, 2019 This is a self-paced course.

**Course Description**

This course covers state and federal financial aid reporting in PeopleSoft.  Financial Aid Officers complete the quarterly State Need Grant Interim Report, the annual Unit Record Report, and the annual FISAP report.  This course content covers running the State Need Grant Interim report, the Unit Record Report, and the FISAP report in PeopleSoft.

**Course Objectives**

This course will go through the configuration, functionality, and business processes related to financial aid reporting.

Upon completion of this course, the participant will be able to:

1. Run and work the quarterly State Need Grant Interim Report
2. Run and work the annual Unit Record Report
3. Run and work the annual FISAP report

SF105: Collections

MONDAY, OCTOBER 7, 2019, 8AM – 12PM

**Course Description**

This course contains the concepts and processes relating to student billing, collections, past due interest, and write-offs. It will also cover functionality to track the efforts the institution has taken to collect past due accounts.

**Course Objectives**

This course will go through the configuration, functionality, and business process related to collecting receivables.

Upon completion of this course, the participant will be able to:

1. Process a Student Bill
2. Run Credit History Process
3. Put Students in the Collections Que
4. Use Collections Communications
5. Create a Collection Agreement
6. Understand the Collections Checklist
7. Process Past Due Student Interest and Tuition Late Fee

FA103: Authorizing and Disbursing Financial Aid

MONDAY, OCTOBER 7, 2019, 9AM – 12PM

**Course Description**

This course covers the Authorizing of and Disbursing of Financial Aid.  Financial Aid Staff will authorize and disburse aid using ctcLink.  In the Authorizing and Disbursing process, a user will  assign UEMs, run the FLF service indicator process, and view and work the authorization failure report before Mass Authorization and Disbursing Financial Aid.  After Financial Aid is disbursed, a user will view Customer Accounts to verify successful posting of aid to SF, as well run a query to track Agency Funding.  Finally, users will have the options to run reconciliation queries after aid is disbursed, and track student continued eligibility after Authorization and Disbursement has run.

**Course Objectives**  
This course will go through the configuration, functionality, and business processes related to Authorizing and Disbursing Aid

Upon completion of this course, the participant will be able to:

1. Manage User Edit Messages (UEMs)
2. Run FLF and Resolve Service Indicator Process
3. Run and work Authorization Failure report just a reminder that when we run delivered reports if there is an option between crystal and BI publisher we only use BI publisher.
4. Manually and Mass Authorize and Disburse Financial Aid
5. View Customer Accounts after aid has been disbursed
6. Understand and Track Agency Funding process
7. Run reconciliation queries after aid is disbursed

PR100: Payroll (Part 1)

WEDNESDAY, OCTOBER 9, 2019, 9AM – 12PM

**Course Description**

This training course is designed for staff who work within the Human Capital Management (HCM) pillar specifically within Payroll.

PeopleSoft Payroll for North America application includes features that enable you to maintain payroll-specific data, such as tax details, additional pay, general deductions, direct deposit, and garnishments information. These features work in conjunction with the PeopleSoft Human Resources information you enter on the Administer Workforce pages and the benefit deduction data maintained in the Benefits pages.

In addition to the payroll data that is required for payroll processing, PeopleSoft also provides payroll data pages where you can maintain and override optional information concerning check distribution and payroll deductions.

The payroll system enables you to calculate gross-to-net or net-to-gross pay, leave accruals, and retroactive pay. You can automatically calculate imputed income for group-term life insurance and process unlimited direct deposits.

PeopleSoft Payroll for North America enables you to:

* Set up and maintain core payroll tables, including organization tables, compensation and earnings tables, deduction tables and pay calendar tables.
* Set up and maintain employee pay data including personal data, job data, benefits data, tax data and direct deposit information.
* Process the payroll, as well as review and adjust employee balances.
* Post to general ledger via PeopleSoft General Ledger integration.
* Pay taxes and third parties via PeopleSoft Payables integration.
* Produce reports to help you monitor your payroll processing and comply with regulatory and tax reporting requirements.

**Course Objectives**

This course will go through the configuration, functionality, and business process related to HCM/Payroll.

Upon completion of this course, the participant will be able to understand and complete the following functions:

1. Understand the Payroll for North America Business processes
2. Setting up employee data
3. Processing garnishments
4. Working with paysheet concepts
5. Performing pay calculations
6. Running custom pay processes (BEFORE confirm) (Mention AFTER confirm)
7. Performing pay confirmation
8. Working with checks and direct deposits
9. Processing periodic payroll events/Adjusting employee balances
10. Running payroll reports

BI100: Billing

THURSDAY, OCTOBER 10, 2019, 8AM – 12PM

**Course Description**

This course will go through the various processes designed to allow users to customize, calculate, and submit invoices. This course will also review the steps required to manage bill cycles, streamline processes, and create a flexible billing system.

**Course Objectives**

Upon completion of this course, the participant will be able to:

1. Work with billing interface
2. Create recurring bills
3. Copy a group of bills
4. Research bills
5. Adjust bills
6. Create interunit customers and bills
7. Use Billing Workcenter
8. Run reports

SF106: Term Rollover  
Available Monday, October 14, 2019 This is a self-paced course.

**Course Description**

This course will go through the necessary steps required each term to enable tuition calculation. It also includes the configuration that is required for 1098-T processing on an annual basis. Topics addressed will include updating tuition calculation controls, copying and updating fees to a new term, updating 1098-T, copying calendars, updating term defaults, updating master fee schedules, and copying payment plans.

**Course Objectives**

This course will go through the configuration, functionality, and business process related to term rollover.

Upon completion of this course, the participant will be able to:

* Understand and process through all steps of the Term Rollover Checklist

AA100: Academic Advisement Rules

Available Monday, October 14, 2019 This is a self-paced course.

Course Description:  
This training course is designed for staff responsible for setting up and tracking the reports, requirements, and rules used to monitor a student’s degree progress or related objective. It also includes an overview of the advisor and student advisement WorkCenters.

Course Outcomes:

1. Define new terminology
2. Build and setup academic advisement rules
3. Generate the Academic Advisement Report and other advisement reports
4. Manage student milestones
5. Setup degrees, certificates, and course substitutions
6. Describe advisor Homepage and Advisory Center
7. Describe student Homepage and Student Center

SR105: Credentials Management - Evaluations & Transfer Credit

Available Monday, October 14, 2019 This is a self-paced course.

**Course Description**

This training course is designed for staff who work within the Campus Solutions pillar responsible for assigning transfer credits and evaluations. Functions presented include reviewing, evaluating, and granting credits earned by SBCTC students from external courses, tests and prior learning assessments. This training will also include processing graduation applications, and awarding degrees and certificates.

Upon completion of this course, the participant will be able to:

1. Define key terms
2. Describe the set up requirement for credential evaluation
3. Set up transfer credit and equivalencies rules
4. Review transfer data and assign transfer course
5. Process test and other transfer credits
6. Manage transcripts
7. Manage student exceptions
8. Award degrees, certificates, and degree honors
9. Process NSC degree documents

GL300: Advanced General Ledger

Available Monday, October 14, 2019 This is a self-paced course.

**Course Description**

This course provides in-depth navigational and conceptual information for entering General Ledger Journals, Running the Journal Generate process, and Processing Year End Close.

SR104: Student Records: End of Term Processes

MONDAY, OCTOBER 14, 2019, 8AM – 12PM

Course Description:  
This training course is designed for staff who work within the Campus Solution pillar, specifically with student record responsibilities for the end of term.

Functions presented include grade changes and assignment of academic standards, honors and awards.

Course Outcomes:

1. List the tasks associated with student record end of term activities
2. Define new terms
3. Outline the business processes for student record end of term activities
4. Manage and Generate Class Rosters
5. Explain how to change a student grade
6. Explain how to change a student’s grade lapse deadline
7. Describe Academic Program grade lapse rules
8. Run the Grade Lapse batch process
9. Define Repeat Codes
10. Explain how to change repeat codes for an individual student
11. Run the Repeat Code batch process
12. Submit a Transcript Report request
13. Describe Academic Standing actions and rules
14. Describe Honors and Awards assignment rules
15. Run the Academic Standing /Honors and Awards batch process
16. Explain how to update Academic Standing for an individual student
17. Explain how to assign Honors and Awards for an individual student
18. Complete Post Enrollment Requirement Checking

FA104: Processing Pell Payments and Direct Loans (pt1)

MONDAY, OCTOBER 14, 2019, 9AM – 12PM

**Course Description**

This course covers the processing of Pell and Direct Loans (DL) records in PeopleSoft to COD via EdConnect.  Financial Aid Staff will create and load Pell and DL origination and response files for the file transfer process between PeopleSoft and COD.  During the Pell and DL inbound and outbound process, Financial Aid staff will run validation error reports to ensure record accuracy. This course also covers the loading of COD entrance and exit counseling and MPN files, as well as tracking for SULA, and the reconciliation of Pell and DL.

**Course Objectives**

This course will go through the configuration, functionality, and business processes related to processing FA Pell Payment and DL records.

Upon completion of this course, the participant will be able to:

1. Process Pell Payments in PeopleSoft
2. Process Pell Multiple Reporting Records (MMR)
3. MPN Processing
4. Process Entrance Counseling
5. Process DL & PLUS in PeopleSoft
6. Process Post Sequestration Set Up
7. Assign Loan Communications
8. Process for SULA
9. Process Pell Reconciliation
10. Process Pell SAS
11. Process Year Round Pell
12. Process DL Recon

PR100: Payroll (Part 2)

WEDNESDAY, OCTOBER 16, 2019, 9AM – 12PM

**Course Description**

This training course is designed for staff who work within the Human Capital Management (HCM) pillar specifically within Payroll.

PeopleSoft Payroll for North America application includes features that enable you to maintain payroll-specific data, such as tax details, additional pay, general deductions, direct deposit, and garnishments information. These features work in conjunction with the PeopleSoft Human Resources information you enter on the Administer Workforce pages and the benefit deduction data maintained in the Benefits pages.

In addition to the payroll data that is required for payroll processing, PeopleSoft also provides payroll data pages where you can maintain and override optional information concerning check distribution and payroll deductions.

The payroll system enables you to calculate gross-to-net or net-to-gross pay, leave accruals, and retroactive pay. You can automatically calculate imputed income for group-term life insurance and process unlimited direct deposits.

PeopleSoft Payroll for North America enables you to:

* Set up and maintain core payroll tables, including organization tables, compensation and earnings tables, deduction tables and pay calendar tables.
* Set up and maintain employee pay data including personal data, job data, benefits data, tax data and direct deposit information.
* Process the payroll, as well as review and adjust employee balances.
* Post to general ledger via PeopleSoft General Ledger integration.
* Pay taxes and third parties via PeopleSoft Payables integration.
* Produce reports to help you monitor your payroll processing and comply with regulatory and tax reporting requirements.

**Course Objectives**

This course will go through the configuration, functionality, and business process related to HCM/Payroll.

Upon completion of this course, the participant will be able to understand and complete the following functions:

1. Understand the Payroll for North America Business processes
2. Setting up employee data
3. Processing garnishments
4. Working with paysheet concepts
5. Performing pay calculations
6. Running custom pay processes (BEFORE confirm) (Mention AFTER confirm)
7. Performing pay confirmation
8. Working with checks and direct deposits
9. Processing periodic payroll events/Adjusting employee balances
10. Running payroll reports

FA104: Processing Pell Payments and Direct Loans (Part 2)

WEDNESDAY, OCTOBER 16, 2019, 8 – 11AM

**Course Description**

This course covers the processing of Pell and Direct Loans (DL) records in PeopleSoft to COD via EdConnect.  Financial Aid Staff will create and load Pell and DL origination and response files for the file transfer process between PeopleSoft and COD.  During the Pell and DL inbound and outbound process, Financial Aid staff will run validation error reports to ensure record accuracy. This course also covers the loading of COD entrance and exit counseling and MPN files, as well as tracking for SULA, and the reconciliation of Pell and DL.

**Course Objectives**

This course will go through the configuration, functionality, and business processes related to processing FA Pell Payment and DL records.

Upon completion of this course, the participant will be able to:

1. Process Pell Payments in PeopleSoft
2. Process Pell Multiple Reporting Records (MMR)
3. MPN Processing
4. Process Entrance Counseling
5. Process DL & PLUS in PeopleSoft
6. Process Post Sequestration Set Up
7. Assign Loan Communications
8. Process for SULA
9. Process Pell Reconciliation
10. Process Pell SAS
11. Process Year Round Pell
12. Process DL Recon

SR106: Credentials Management - End of Term & Graduation

THURSDAY, OCTOBER 17, 2019, 9AM – 12PM

**Course Description**

This training course is designed for staff who work within the Campus Solution pillar, specifically with student record responsibilities for the end of term. Functions presented include grade changes and assignment of academic standards, honors and awards.

Upon completion of this course, the participant will be able to:

1. List the tasks associated with student record end of term activities
2. Define new terms
3. Outline the business processes for student record end of term activities
4. Manage and Generate Class Rosters
5. Explain how to change a student grade
6. Explain how to change a student’s grade lapse deadline
7. Describe Academic Program grade lapse rules
8. Run the Grade Lapse batch process
9. Define Repeat Codes
10. Explain how to change repeat codes for an individual student
11. Run the Repeat Code batch process
12. Submit a Transcript Report request
13. Describe Academic Standing actions and rules
14. Describe Honors and Awards assignment rules
15. Run the Academic Standing /Honors and Awards batch process
16. Explain how to update Academic Standing for an individual student
17. Explain how to assign Honors and Awards for an individual student
18. Complete Post Enrollment Requirement Checking

FA107: Reconciliation, Including Work-Study (FA-SF-GL)

Available Monday, October 21, 2019 This is a self-paced course.

**Course Description**

This course covers the FA Reconciliation in PeopleSoft.  Financial Aid office staff perform preliminary and final reconciliation every 15 days for DL and monthly for all other funds.  This course content includes the CS queries to reconcile both awards in FA and the amounts disbursed to Student Financials in PeopleSoft.  This course content also covers reviewing FIN GL period detail in PeopleSoft, as well as SF Fiscal Item Type Disbursement detail review in annual amounts.

**Course Objectives**

This course will go through the configuration, functionality, and business processes related to  FA Reconciliation, Including Work Study.

Upon completion of this course, the participant will be able to:

1. Run a Fund Roster for offered, accepted, authorized, and disbursed amounts for all FA item types.
2. Run FA801 Award Data Item Type
3. View Fiscal Item Types Page
4. Run Reconciliation Queries

AR100: Accounts Receivable

Available Monday, October 21, 2019 This is a self-paced course.

**Course Description**

This course will go through the various processes designed to manage accounts receivables for both students and corporations. This includes billing students as well as updating student accounts by adding or removing transactions or reapplying payments to applicable charges.

**Course Objectives**

This course will go through the configuration, functionality, and business process related to maintaining accounts receivables.

Upon completion of this course, the participant will be able to:

1. Process Student Billing - Collections
2. Post/Reverse Transactions for an Individual Student/Corporation - Cashiering
3. Post/Reverse Group Transactions - Cashiering
4. Process Enrollment Cancellation - Tuition Calculation
5. Work Aging Student Accounts - Collections
6. Maintain Accounts Receivable - Cashiering
7. Create and Generate Communications - Reports/Set Up/Term Rollover
8. Past Due Fees - Collections

FA105: Processing R2T4

MONDAY, OCTOBER 21, 2019, 10AM – 12PM

**Course Description**

This course covers the Return to Title IV process in PeopleSoft.  Financial Aid Staff run the R2T4 process continually throughout the term.  Within the R2T4 process, financial aid staff will process financial aid withdrawals to include federal and state aid changes.  Staff will set service indicators, create worksheets, run queries and adjust awards.

**Course Objectives**

This course will go through the configuration, functionality, and business processes related to processing R2T4.

Upon completion of this course, the participant will be able to:

1. Mass Assign and Release Service Indicators
2. Run R2T4 Queries
3. Process R2T4
4. Process the Return of State Funds

TL100: Time and Labor

Tuesday, October 22, 2019, 9am – 12pm

**Course Description**

This training course is designed for staff who work within the Human Capital Management (HCM) pillar specifically within Time and Labor.

Time and Labor provides complete control over tracking employee time and labor. It enables you to create schedules for employees, track employee time, and approve time.

You can use Time and Labor to edit and approve time. In addition, you can produce reports and adjust time reported in prior periods.

PeopleSoft Time and Labor is integrated with PeopleSoft Human Resources, Payroll, and Absence Management allowing you to access and use employee and payroll information during the Time and Labor process.

**Course Objectives**

This course will go through the configuration, functionality, and business process related to HCM/Time and Labor.

Upon completion of this course, the participant will be able to understand and complete the following functions:

1. Manage Work Schedules
2. Manage Time Reporter Data
3. Approve and Manage Time
4. Load Payable Time into Payroll
5. Run Reports

**FINAL DAY OF INSTRUCTOR LED TRAINING**