

# Administrative Systems Classes

September		
9/5	Campus KRONOS Timekeeping	9:00am - 11:00am
9/6	Introduction to Oracle Administrative Systems	9:00am - 11:00am
9/7	Overview of the Oracle Finance System	9:00am - 11:00am
9/11	How to Request Oracle Responsibilities through ACF	1:00pm - 2:30pm
9/12	Essentials for Creating and Submitting Payment Requests	9:00am - 11:30am
9/13	Understanding Oracle General Ledger and GL Reporting	9:00am - 11:00am
9/13	Tracking Payroll and Costing Actions with the Oracle Administrative Systems	1:00pm - 3:00pm
9/14	Surplus Property System	9:00am - 11:00am
9/18	HR Reporting: Retrieving, Viewing, and Exporting HR Data	1:00pm - 3:00pm
9/19	Essentials for Creating and Submitting Requisitions	9:00am - 12:00pm
9/19	Retroactive: What You Need to Know about Payroll and Costing	1:00pm - 4:00pm
9/20	Managing Accounts with Oracle	9:00am - 11:00am
9/21	GL Journal Entries	9:00am - 11:00am
9/26	Requisitions and Payment Requests: Tracking and Follow Up	9:00am - 11:00am
9/27	WAM and the Workflow Officer	1:00pm - 2:30pm
9/27	Effort Reporting: From New to Certified	9:00am - 12:00pm
9/28	HR Reporting: Salary, LD and Payroll Data	9:00am - 11:30am
October		
10/9	Managing Accounts with Oracle	9:00am - 11:30am
10/9	Surplus Property System	1:30pm - 3:30pm
10/10	How to Request Oracle Responsibilities through ACF	9:00am - 10:00am
10/10	Tracking Payroll and Costing Actions with the Oracle Administrative Systems	1:00pm - 3:00pm
10/11	Introduction to Oracle Administrative Systems	9:00am - 11:00am
10/11	Campus KRONOS Time Editor Training	1:00pm - 3:00pm
10/12	Overview of the Oracle Finance System	9:00am - 11:00am
10/16	Understanding Oracle Grants Accounting	9:00am - 11:30am
10/17	HR Reporting: Retrieving, Viewing, and Exporting HR Data	9:00am - 11:00am
10/17	Essentials for Creating and Submitting Requisitions	1:00pm - 4:00pm
10/18	Essentials for Creating and Submitting Payment Requests	9:00am - 11:30am
10/18	Effort Reporting: From New to Certified	1:00pm - 4:00pm
10/19	Retroactive: What You Need to Know about Payroll and Costing	9:00am - 12:00pm
10/23	GA Inquiry and Reporting	9:00am - 12:00pm
10/24	WAM and the Workflow Officer	9:00am - 10:00am
10/24	HR Reporting: Salary, LD and Payroll Data	1:00pm - 3:00pm
10/25	Campus KRONOS Time Editor Training	9:00am - 11:00am
10/26	Essentials for Creating and Submitting Requisitions	9:00am - 12:00pm

# Administrative Systems Classes

November		
11/1	Introduction to Oracle Administrative Systems	9:00am - 11:00am
11/1	Surplus Property System	1:00pm - 3:00pm
11/2	Overview of the Oracle Finance System	9:00am - 11:00am
11/6	Understanding the Oracle General Ledger	9:00am - 11:00am
11/7	Tracking Payroll and Costing Actions with the Oracle Administrative Systems	1:00pm - 3:00pm
11/8	Campus KRONOS Time Editor Training	9:00am - 11:00am
11/9	Essentials for Creating and Submitting Requisitions	9:00am - 12:00pm
11/13	GL Inquiry & Reporting	9:00am - 11:00am
11/13	Effort Reporting: From New to Certified	1:00pm - 4:00pm
11/14	How to Request Oracle Responsibilities through ACF	9:00am - 10:00am
11/14	Retroactive: What You Need to Know about Payroll and Costing	1:00pm - 4:00pm
11/15	GL Journal Entries	9:00am - 11:00am
11/15	ACT Document Reasons-When, Why & Which to Use	1:00pm - 3:00pm
11/21	WAM and the Workflow Officer	9:00am - 10:00am
11/21	Essentials for Creating and Submitting Payment Requests	1:00pm - 3:30pm
11/28	HR Reporting: Retrieving, Viewing, and Exporting HR Data	9:00am - 11:00am
11/29	HR Reporting: Salary, LD and Payroll Data	9:00am - 11:00am
11/30	Requisitions and Payment Requests: Tracking and Follow Up	9:00am - 11:00am
December		
12/4	Managing Accounts with Oracle	9:00am - 11:30am
12/5	Introduction to Oracle Administrative Systems	9:00am - 11:00am
12/6	Overview of the Oracle Finance System	9:00am - 11:00am
12/6	Surplus Property System	1:00pm - 3:00pm
12/7	How to Request Oracle Responsibilities through ACF	9:00am - 10:00am
12/8	Tracking Payroll and Costing Actions with the Oracle Administrative Systems	9:00am - 11:00am
12/11	Understanding Oracle Grants Accounting	9:00am - 11:30am
12/11	HR Reporting: Salary, LD and Payroll Data	1:00pm - 3:00pm
12/12	HR Reporting: Retrieving, Viewing, and Exporting HR Data	9:00am - 11:00am
12/12	Essentials for Creating and Submitting Payment Requests	1:00pm - 3:30pm
12/13	Campus KRONOS Time Editor Training	9:00am - 11:00am
12/13	ACT Document Reasons-When, Why & Which to Use	1:00pm - 3:00pm
12/14	Retroactive: What You Need to Know about Payroll and Costing	9:00am - 12:00pm
12/15	Effort Reporting: From New to Certified	9:00am - 12:00pm
12/18	GA Inquiry and Reporting	9:00am - 12:00pm
12/19	WAM and the Workflow Officer	9:00am - 10:00am
12/20	Essentials for Creating and Submitting Requisitions	9:00am - 12:00pm