

# Administrative System Classes

March		
3/8	HR Reporting: Retrieving, Viewing, and Exporting HR Data	9:00am - 11:00am
3/12	WAM and the Workflow Officer	9:00am - 10:00am
3/12	Understanding the Oracle General Ledger	1:00pm - 3:00pm
3/14	Campus KRONOS Time Editor Training	9:00am - 10:30am
3/14	ACT Document Reasons-When, Why & Which to Use	1:00pm - 3:00pm
3/15	Essentials for Creating and Submitting Payment Requests	9:00am - 11:30am
3/19	GL Inquiry & Reporting	9:00am - 11:00am
3/21	Essentials for Creating and Submitting Requisitions	9:00am - 12:00pm
3/21	Retroactive: What You Need to Know about Payroll and Costing	1:00pm - 4:00pm
3/22	GL Journal Entries	9:00am - 11:00am
3/27	Requisitions and Payment Requests: Tracking and Follow Up	9:00am - 11:00am
3/28	HR Reporting: Salary, LD and Payroll Data	1:00pm - 3:00pm
3/29	Effort Reporting: From New to Certified	9:00am - 12:00pm
April		
4/3	Introduction to Oracle Administrative Systems	9:00am - 11:00am
4/3	Overview of the Oracle Finance System	1:00pm - 3:00pm
4/4	Tracking Payroll and Costing Actions with the Oracle Administrative Systems	9:00am - 11:00am
4/4	eLAS ORG Admin Training	1:00pm - 3:00pm
4/5	eLAS Requestor/Approver Training	9:00am - 10:00am
4/9	How to Request Oracle Responsibilities through ACF	9:00am - 10:00am
4/10	Essentials for Creating and Submitting Payment Requests	9:00am - 11:30am
4/10	Understanding Oracle Grants Accounting	1:00pm - 3:00pm
4/11	HR Reporting: Salary, LD and Payroll Data	9:00am - 11:00am
4/11	Surplus Property System	1:00pm - 3:00pm
4/12	Campus KRONOS Time Editor Training	9:00am - 10:30am
4/16	WAM and the Workflow Officer	9:00am - 10:00am
4/17	GA Inquiry and Reporting	1:00pm - 3:00pm
4/18	Essentials for Creating and Submitting Requisitions	9:00am - 12:00pm
4/18	HR Reporting: Retrieving, Viewing, and Exporting HR Data	1:00pm - 3:00pm
4/20	Retroactive: What You Need to Know about Payroll and Costing	9:00am - 12:00pm
4/23	Effort Reporting: From New to Certified	1:00pm - 4:00pm
4/25	ACT Document Reasons-When, Why & Which to Use	1:00pm - 3:00pm

May		
5/1	Introduction to Oracle Administrative Systems	9:00am - 11:00am
5/1	Overview of the Oracle Finance System	1:00pm - 3:00pm
5/2	Surplus Property System	1:00pm - 3:00pm
5/3	Tracking Payroll and Costing Actions with the Oracle Administrative Systems	9:00am - 11:00am
5/4	How to Request Oracle Responsibilities through ACF	9:00am - 10:00am
5/4	WAM and the Workflow Officer	1:00pm - 2:00pm
5/7	HR Reporting: Retrieving, Viewing, and Exporting HR Data	9:00am - 11:00am
5/8	Understanding the Oracle General Ledger	1:00pm - 3:00pm
5/9	Essentials for Creating and Submitting Payment Requests	9:00am - 11:30am
5/9	eLAS ORG Admin Training	1:00pm - 3:00pm
5/10	eLAS Requestor/Approver Training	9:00am - 10:00am
5/15	GL Inquiry & Reporting	1:00pm - 3:00pm
5/16	HR Reporting: Salary, LD and Payroll Data	9:00am - 11:00am
5/17	Campus KRONOS Time Editor Training	9:00am - 10:30am
5/22	Effort Reporting: From New to Certified	9:00am - 12:00pm
5/22	GL Journal Entries	1:00pm - 3:00pm
5/23	Requisitions and Payment Requests: Tracking and Follow Up	9:00am - 11:00am
5/25	Retroactive: What You Need to Know about Payroll and Costing	9:00am - 12:00pm
5/30	ACT Document Reasons-When, Why & Which to Use	1:00pm - 3:00pm
June		
6/1	Tracking Payroll and Costing Actions with the Oracle Administrative Systems	9:00am - 11:00am
6/4	How to Request Oracle Responsibilities through ACF	9:00am - 10:00am
6/5	Introduction to Oracle Administrative Systems	9:00am - 11:00am
6/5	Overview of the Oracle Finance System	1:00pm - 3:00pm
6/6	Campus KRONOS Time Editor Training	9:00am - 10:30am
6/6	Surplus Property System	1:00pm - 3:00pm
6/7	HR Reporting: Salary, LD and Payroll Data	9:00am - 11:00am
6/11	WAM and the Workflow Officer	9:00am - 10:00am
6/11	Effort Reporting: From New to Certified	1:00pm - 4:00pm
6/12	HR Reporting: Retrieving, Viewing, and Exporting HR Data	9:00am - 11:00am
6/12	Understanding Oracle Grants Accounting	1:00pm - 3:00pm
6/13	Essentials for Creating and Submitting Payment Requests	9:00am - 11:30am
6/13	eLAS ORG Admin Training	1:00pm - 3:00pm
6/14	eLAS Requestor/Approver Training	9:00am - 10:00am
6/19	Essentials for Creating and Submitting Requisitions	9:00am - 12:00pm
6/19	GA Inquiry and Reporting	1:00pm - 3:00pm
6/26	Managing Accounts with Oracle	1:00pm - 3:00pm
6/27	ACT Document Reasons-When, Why & Which to Use	1:00pm - 3:00pm
6/29	Retroactive: What You Need to Know about Payroll and Costing	9:00am - 12:00pm