

Administrative Systems Classes

June		
6/6	Surplus Property System	9:00am - 11:00am
6/7	Introduction to Oracle Administrative Systems	9:00am - 11:00am
6/8	Overview of the Oracle Finance System	9:00am - 11:00am
6/9	Managing Biweekly Time and Labor Costing on the TEL Form	9:00am - 11:30am
6/13	Campus KRONOS Timekeeping	9:00am - 11:00am
6/13	Non-Exempt Employees: Reporting Worked and Benefit Time Hours for Payroll Processing	1:00pm - 2:30pm
6/14	Essentials for Creating and Submitting Payment Requests	9:00am - 11:30am
6/14	How to Request Oracle Responsibilities through ACF	1:00pm - 2:30pm
6/15	Retroactive: What You Need to Know about Payroll and Costing	9:00am - 12:00pm
6/20	Understanding Oracle Grants Accounting	9:00am - 11:00am
6/20	HR Reporting: Retrieving, Viewing, and Exporting HR Data	1:00pm - 3:00pm
6/21	Effort Reporting: From New to Certified	9:00am - 12:00pm
6/21	Using the ACT Form	1:00pm - 3:00pm
6/22	GA Inquiry and Reporting	9:00am - 12:00pm
6/26	HR Reporting: Salary, LD and Payroll Data	1:00pm - 3:30pm
6/27	WAM and the Workflow Officer	9:00am - 10:30am
6/28	Essentials for Creating and Submitting Requisitions	9:00am - 12:00pm
6/28	ACT Document Reasons-When, Why & Which to Use	1:00pm - 4:00pm
July		
7/5	Introduction to Oracle Administrative Systems	9:00am - 11:00am
7/6	Overview of the Oracle Finance System	9:00am - 11:00am
7/10	How to Request Oracle Responsibilities through ACF	1:00pm - 2:30pm
7/12	Essentials for Creating and Submitting Payment Requests	9:00am - 11:30am
7/12	Understanding Oracle General Ledger and GL Reporting	1:00pm - 3:00pm
7/13	GL Journal Entries	9:00am - 11:00am
7/18	Surplus Property System	9:00am - 11:00am
7/18	Campus KRONOS Timekeeping	1:00pm - 3:00pm
7/19	Essentials for Creating and Submitting Requisitions	9:00am - 12:00pm
7/19	Non-Exempt Employees: Reporting Worked and Benefit Time Hours for Payroll Processing	1:00pm - 2:30pm
7/20	Tracking Payroll and Costing Actions with the Oracle Administrative Systems	9:00am - 11:00am
7/24	WAM and the Workflow Officer	1:00pm - 2:30pm
7/25	Requisitions and Payment Requests: Tracking and Follow Up	9:00am - 11:00am
7/25	Retroactive: What You Need to Know about Payroll and Costing	1:00pm - 4:00pm
7/26	Managing Accounts with Oracle	9:00am - 11:00am
7/26	Effort Reporting: From New to Certified	1:00pm - 4:00pm

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August		
8/2	Introduction to Oracle Administrative Systems	9:00am - 11:00am
8/3	Overview of the Oracle Finance System	9:00am - 11:00am
8/8	How to Request Oracle Responsibilities through ACF	9:00am - 10:30am
8/9	Essentials for Creating and Submitting Payment Requests	9:00am - 11:30am
8/15	Campus KRONOS Timekeeping	9:00am - 11:00am
8/15	HR Reporting: Retrieving, Viewing, and Exporting HR Data	1:00pm - 3:00pm
8/16	Surplus Property System	2:00pm - 4:00pm
8/17	Understanding Oracle Grants Accounting	9:00am - 11:30am
8/17	Non-Exempt Employees: Reporting Worked and Benefit Time Hours for Payroll Processing	2:00pm - 3:30pm
8/22	GA Inquiry and Reporting	9:00am - 12:00pm
8/22	WAM and the Workflow Officer	1:00pm - 2:30pm
8/23	Retroactive: What You Need to Know about Payroll and Costing	1:00pm - 4:00pm
8/24	Essentials for Creating and Submitting Requisitions	9:00am - 12:00pm
8/29	Effort Reporting: From New to Certified	1:00pm - 4:00pm
8/30	HR Reporting: Salary, LD and Payroll Data	1:00pm - 3:30pm
September		
9/5	Campus KRONOS Timekeeping	9:00am - 11:00am
9/6	Introduction to Oracle Administrative Systems	9:00am - 11:00am
9/6	Non-Exempt Employees: Reporting Worked and Benefit Time Hours for Payroll Processing	1:00pm - 2:30pm
9/7	Overview of the Oracle Finance System	9:00am - 11:00am
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