



MSU BILLINGS

UNIVERSITY EMPLOYEE TRAINING

SPRING 2022

SESSION I: WEDNESDAY, MARCH 9, 2022

<u>Morning sessions:</u>		Location
9:00 am to 10:00 am	University Police: <i>Response to Active Shooter</i>	(Webex)
10:00 am to 11:00 am	Business Services and Financial Services: (Joint session) Fiscal Year End Dates and Information. Business Services: Purchasing, Business Purchase Authorizations (BPA's), Hospitality, Chrome River Tips & Tricks, Travel, & Pcard.	(Webex)
11:00 am to 11:15 am	Break	
11:15 am to noon	Human Resources: <i>What You Don't Want to Know About HR but Should.</i> Recruitment, New Hire Process, Resignations/Retirements, Student workers & more.	(Webex)
<u>Afternoon sessions:</u>		
1:00 pm to 1:30 pm	Facilities Services: <i>Everything You Need to Know</i>	(Webex)
1:30 pm to 2:15 pm	Payroll: Timesheets, Address Changes, and Employee Positions.	(Webex)
2:15 pm to 2:30 pm	Break	
2:30 pm to 3:15 pm	Budget: Reviewing department budget activity using the Banner Web Reports and Budget Workbook questions.	<i>College of Education Computer Lab, Room 417. No Webex available.</i>

SESSION II: THURSDAY, MARCH 10, 2022

<u>Morning sessions:</u>		Location
9:00 am to 9:45 am	Information Technology: <i>Webex – How to Run a Webex Meeting</i>	(Webex)
9:45 am to 10:30 am	Financial Services & Grants Accounting: Financial Services Forms & Policies, Post-Award Grants Overview & Questions.	(Webex)
11:00 am to 11:45 am	Budget: Reviewing department budget activity using the Banner Web Reports and Budget Workbook questions.	<i>College of Education Computer Lab, Room 417. No Webex available.</i>

Click on the Webex link for each session to get the Webex details. Webex information will also be emailed separately after your registration has been confirmed

For questions, contact Heather Hanna at 657-1634 or heather.hanna@msubillings.edu

PLEASE RSVP FOR THE TRAINING BY MONDAY, MARCH 7TH

WWW.MSUBILLINGS.EDU/TRAINING