

SAP/ERP

E-recruiting - The participants will learn how to advertise for a position that is funded and vacant at their location and then learn how to look for a candidate and hire.

Procurement (SRM) - The participant will learn the shopping cart process using shop wizard and shop one. Participants will learn how to check status of a shopping cart and make changes to it, view approvals, monitor procurement transactions, change universal work list assignments, maintain vendor list and more.

Finance - The participant will learn how to create and display funds reservations, budget transfers, JV transactions and more.

Human Resources - In the HR training, participants will learn how to access and view Employee Information, Inquire on Certifications, Education Absences and Assignment data. Also, learn how to maintain employee data and expand knowledge on position changes, transfers and additional assignments. Participants will view and print position control reports and much more.

Payroll - Participants will learn how to enter payroll times for Instructional, Non-Instructional, Part-Time, Overtime, Substitutes, and other personnel. The printing of reports such as the Display Working Times, Absence Quota, and others will be covered. The Payroll Approval process will also be covered in this class.