

Recommended Training for Administrative Staff

Administrative Specialist / Analyst and Fiscal Support positions may need some combination of the following trainings:

(Click the contact name to let them know you plan to attend their scheduled training or to request a training session)

Topic	Schedule	Location	Access/Contact
Banner Budget	Fourth Thursday of the month 9:00-12:00	Admin Building, Conference Room A	Janet Moore
Banner Finance			Learn Center - Banner and SSB9 Catalogs
CourseDog (Room Scheduler)	by request		Christopher Brown
Banner Procurement (Guidelines, Requisitions, Receiving)	by request		Mike Smith / Learn Center
EPAF (Payroll, Electronic Personnel Action Form)	Second Thursday of the month 2:00 - 4:00	Admin Building, Conference Room A	Angela Gibson
P-Card Reconciliation (Concur)	by request		Mike Smith / Learn Center
Sponsored Program Accounting (Grants)	by request		Sponsored Programs
Taleo Admin Training (Hiring Process)	by request	Admin Building, Conference Room A	Kristin Carson
Travel (Concur)	by request		Billy Hogue / Learn Center

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