

# Business Process Training Fall Training Calendar



## HOW TO REGISTER

Log into UNT World Learning at [untworldlearning.untsystem.edu](http://untworldlearning.untsystem.edu). Click on Training Calendar, then choose your desired course on the scheduled date and click Register. **All class are set to be delivered via Zoom.**

Have a training question?

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[carl.miron@untsystem.edu](mailto:carl.miron@untsystem.edu)  
[shaun.treat@untsystem.edu](mailto:shaun.treat@untsystem.edu)

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### Concur Request, Travel & Expense

This class is an introduction to the Concur Request, Travel, and Expense modules within Concur for those departments transitioning away from the manual employee Travel pre-Approval (TBA) and Travel Reimbursement Voucher process. Staff, faculty, and supervisors who travel frequently, deal with travel related matters, or seek non-overnight stay expense reimbursements (business meals, local mileage, etc.) should attend this training.

### ePAR Coordinator (Through September)

Comprehensive training on the ePAR system covering all standard functions of ePAR (hiring, employee changes, employee transfers, terminations, approving, etc.) as well as important information regarding budget changes, additional pay items, timely approval, correcting errors, and other EIS functions related to ePAR and payroll.

### ePro Coordinator

Designed for current and new individuals who create electronic procurement transactions (ePro). It focuses on purchasing guidelines, documentation requirements, ePro processing in EIS and changes to the budget sections as a result of the Chart of Accounts (COA). Also includes a brief overview of the Historically Underutilized Business (HUB) Program.

### Interdepartmental Transfer (IDT) (UNT Denton & UNT Dallas only)

In this hands-on training, users will walk through the specific elements of the IDT forms and learn how to complete them. What's an IDT? An Interdepartmental Transaction (IDT) is a form which permits departments to reclassify revenues or expenses from one cost center to another. The purpose of the transaction can be to purchase goods or services, to reclass expenditures, and/or reallocate revenues to different chartstrings.

### Introduction to Timekeeping

This course serves as the key introduction into the Timekeeping role. It is designed for new Timekeepers, but can also serve as a refresher for current Timekeepers. Attendees will learn the most essential roles and responsibilities of the timekeeper, such as knowing the difference between ORP exempt, TRS exempt and non-exempt employees and how they report time, campus specific policies regarding reporting time, entering and approve time, managing delegations, utilizing the Time and Labor WorkCenter to track current time, outstanding time, and run the most common time related queries.

### Journal Worksheet Automation

This course is designed to train and assign the creation, import, edit, check journal entry status, errors and submit electronic journals to the Controller's Offices. Users will receive Journal Entry Access, Journal Import and Journal Generate roles.

### Online Cost Transfer Form

Users will learn correction of an expense, in whole/or in part, erroneously charged to a Sponsored Project and/or Department Account to be appropriately allocated to another Sponsored Project and/or Department Account with sufficient justification attached. This cost transfer tool is specifically for use where at least one of the accounts must be a Sponsored Project, extramurally funded account.

### PCard Holder & Approver

This training covers the most important guidelines related to the purchasing card, walks you through the application process, card usage, allocating and reconciling in Concur, and additional best practices. PCard holders and approvers, DeptID/ProjID holders who deal with purchasing for their department should attend. Qualifies as the required annual purchasing card refresher.

### Travel Basics

This course will provide you with the information and resources necessary to plan and conduct University business travel. This class will cover: -Resources and Contacts -Policy & Travel Guidelines -Planning, Booking, & Conducting Travel -Travel Expense Reporting & Reimbursement -Documentation Requirements.

In accordance with campus needs to reserve space for academics, all business process training will continue via Zoom. Please see How to Register on the side panel.

## September

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Date	Training
1	<u>ePAR Coordinator</u> - 10am to 12pm & <u>IDT</u> - 1pm to 2:30pm
2	<u>ePRO Coordinator</u> - 10am to 12pm & <u>Cost Transfer</u> - 1pm to 2:30pm
3	<u>Journal Worksheet</u> - 10am to 11:30am & <u>PCard Holder &amp; Approver</u> - 1pm to 2:30pm
8	<u>ePRO Coordinator</u> - 1pm to 3pm
9	<u>PCard Holder &amp; Approver</u> - 10am to 11:30am & <u>ePAR Coordinator</u> - 1pm to 3pm
10	<u>IDT</u> - 10am to 11:30am & <u>Intro to Timekeeping</u> - 1pm to 2:30pm
11	<u>Concur Request, Travel, &amp; Expense</u> - 10am to 11:30am
14	<u>ePRO Coordinator</u> - 1pm to 3pm
15	<u>IDT</u> - 10am to 11:30am & <u>Cost Transfer</u> - 1pm to 2:30pm
16	<u>Journal Worksheet Automation</u> - 10am to 11:30am
17	<u>Travel Basics</u> - 10am to 11:30am & <u>PCard Holder &amp; Approver</u> - 1pm to 2:30pm
18	<u>ePAR Coordinator</u> - 10am to 12pm & <u>Concur Request, Travel &amp; Expense</u> - 1pm to 2:30pm
21	<u>PCard Holder &amp; Approver</u> - 10am to 11:30am
22	<u>ePRO Coordinator</u> - 10am to 12pm & <u>Intro to Timekeeping</u> - 1pm to 3pm
23	<u>ePAR Coordinator</u> - 1 to 3pm
24	<u>Concur Request, Travel &amp; Expense</u> - 10am to 11:30am

## October

### Date Training

- 1 Concur Request, Travel & Expense - 1pm to 2:30pm
- 6 PCard Holder & Approver - 1pm to 2:30am
- 7 IDT - 10am to 12pm & ePRO Coordinator – 1pm to 3pm
- 8 Cost Transfer - 10am to 11:30am & Journal Worksheet Automation - 1pm to 2:30pm
- 13 ePRO Coordinator - 10am to 12pm & IDT - 1pm to 2:30pm
- 14 Intro to Time Keeping - 10am to 11:30am & Journal Worksheet - 1pm to 2:30pm
- 15 PCard Holder & Approver - 10am to 11:30am
- 16 Concur Request, Travel & Expense - 10am to 11:3am & Travel Basics -2pm to 3:30pm
- 20 Cost Transfer- 10am to 11:30am
- 21 PCard Holder & Approver - 10am to 11:30am & ePRO Coordinator - 1pm to 3pm
- 22 IDT - 10am to 11:30am & Journal Worksheet Automation - 1pm to 2:30pm
- 23 Concur Request, Travel & Expense - 2pm to 3:30pm
- 26 PCard Holder & Approver - 1pm to 2:30pm
- 27 ePRO Coordinator - 10am to 12pm
- 28 Intro to Timekeeping - 10am to 11:30am & IDT - 1pm to 2:30pm
- 29 Concur Request & Travel - 10a to 11:30am

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## November

### Date Training

- 2 IDT - 10am to 11:30am
- 3 Cost Transfer - 1pm to 2:30pm
- 4 PCard Holder & Approver - 10am to 11:30am & Journal Worksheet- 1pm to 2:30pm
- 5 ePRO Coordinator - 10am to 12pm & Concur Request, Travel, & Expense – 2pm to 3:30pm
- 9 ePRO Coordinator - 10am to 12pm
- 10 IDT - 10am to 11:30am & Journal Worksheet Automation - 1pm to 2:30pm
- 11 Intro to Timekeeping - 10am to 11:30am
- 12 PCard Holder & Approver - 10am to 11:30am & Travel Basics - 2pm to 3:30pm
- 13 Concur Request, Travel, & Expense - 10am to 11:30am
- 16 PCard Holder & Approver - 10am to 11:30am
- 17 Journal Worksheet Automation - 10am to 11:30am & ePRO Coordinator - 1pm to 3pm
- 18 IDT - 1pm to 2:30pm
- 19 Cost Transfer - 10am to 11:30am
- 20 Concur Request, Travel & Expense - 2pm to 3:30pm

## December

### Date Training

- 1 Intro to Timekeeping - 10am to 11:30am & PCard Holder & Approver - 1pm to 2:30pm
- 2 ePRO Coordinator - 10am to 12pm
- 3 Concur Request, Travel & Expense – 10am to 11:30am & IDT - 1pm to 2:30pm
- 4 Travel Basics- 10am to 11:30am
- 7 ePRO Coordinator - 1pm to 3pm
- 8 Journal Worksheet Automation - 10m to 11:30am & Cost Transfer - 1pm to 2:30pm
- 9 IDT - 1am to 11:30am
- 10 PCard Holder & Approver - 10am to 11:30am & Concur Request&Travel - 2pm to 3:30pm
- 15 Intro to Timekeeping -10am to 11:30am & IDT - 1pm to 2:30pm
- 16 ePRO Coordinator - 10am to 11:30am & PCard Holder & Approver - 1pm to 2:30pm
- 17 Journal Worksheet Automation - 1pmm to 2:30am