



Business Services Training

<u>Topic</u>	<u>Facilitator</u>	<u>Schedule</u>
Travel Authorization, Payment and Expense Requests <i>This training provides an overview of preauthorization of travel, travel payment requests, hotel and conference registration, expense reports and District travel policy.</i>	Cecilia Thibeault	Each Semester
Budget Development and Management <i>In this session we will discuss annual budget planning and development, year-end forecast, budget monitoring and management, and cost containment.</i>	John Parker	Quarterly
Purchasing and Contracts <i>Learn more about requisitions, purchase orders, payment requests, receiving, and invoicing</i>	Roxann Solis	Each Semester
Facility Requests, Space Planning and Parking <i>This session will examine facility use requests, space request forms, parking, guest permits, hold harmless agreement and district policy.</i>	Dena Prater	Each Semester
Key/Alarm Requests, TSO <i>Overview of completing and submitting key and alarm access, equipment transfer and telephone service form (TSO)</i>	Dena Prater	Each Semester
Accounting and Finance <i>This training provides an overview of accounting and finance basics and best practices including accounting cycles, financial statements, accounting transactions, financial systems, financial analysis and reporting</i>	John Parker	Quarterly
HR Forms <i>Provides an overview of onboarding, payroll, HRIS, and submitting HR forms, including Adjunct PASS, NANCE PASS, and Resignation/Retirement Separation Form</i>	Lydia Bakit	Each Semester
Environmental Health & Safety Training <i>Learn more about best practices and OEHS policies and procedures; preventing, reporting, investigating injuries; state, local, and federal compliance; safety inspections; and OEHS information and training.</i>	John Boyce	Each Semester
Preparing for Year-End Close <i>This workshop provides detail on how to prepare for year-end close, various deadlines, reporting requirements, closing purchase orders, journal entries, budget transfers, expense accruals, and year end reconciliation.</i>	John Parker	Annually (March)

Weekly Business Services Open Training Appointments

These requests are by appointment only on a first-come basis

Mondays from 9:00-11:00am

Thursdays from 1:00 – 3:00pm