
From: BusinessAffairs Advisory Forum <BAAF-L@LISTSERV.UGA.EDU> on behalf of Holley W Schramski <hschrams@UGA.EDU>
Sent: Friday, October 14, 2011 3:56 PM
To: BAAF-L@LISTSERV.UGA.EDU
Subject: Upcoming Courses and Information Sessions - Fall 2011

The Controller's Division would like to make you aware of the following courses and information sessions this fall 2011.

My Time for Supervisors – October 19, 9am-12pm, T&D Center. The MyTime for Supervisors course introduces the student to the MyTime system. This course will provide front-line supervisors and payroll staff with working knowledge of the MyTime system and includes topics such as monitoring, modifying and approving time cards. Please note that attendees should have access to the Kronos MyTime system before attending this class. There will be time for Q&A during this class. Please feel free to submit questions to Payroll in advance of the course. This class will be offered on a quarterly basis. Please register through the Self-Service Website at: <https://employee.uga.edu/FacStaff/index.jsp>

UGAmart Introduction for Postdocs (during the fall 2011 Postdoc Orientation Session) – Nov 4 (<http://postdocs.uga.edu/event/fall-2011-orientation/>) – Chad Cox, Assistant Procurement Officer, will be presenting at the fall 2011 Postdoc Orientation regarding the purchase of lab supplies which includes an introduction to UGAmart.

UGAmart Question & Answer Session – November 22, 2pm-4pm, Room 148 Miller Learning Center. This is an opportunity to learn more about UGAmart and have your specific questions answered. Submit your questions in advance to Chad Cox at chadcox@uga.edu or bring them with you on November 22.

Introduction to Accounts Payable – December 1, 9am-12pm, T&D Center. This course covers policies and procedures governing Accounts Payable at UGA. This course will provide a broad overview of campus interactions with Accounts Payable including: object coding, viewing invoices and receiving orders within UGAmart, processing electronic check requests (with special emphasis on payments to individuals), processing travel reimbursements and group travel at UGA. This course will benefit new and current employees whose duties include initiating or approving expenditures. Please register through the Self-Service Website at: <https://employee.uga.edu/FacStaff/index.jsp>

Paying Relocation & Moving Expenses at UGA – December 8, 9am-11am, T&D Center. This course will cover a variety of topics related to reimbursing relocation and moving expenses including policy background, eligibility, relocation packages, payment/reimbursement guidelines, common mistakes, documentation requirements, and year-end reporting. This class will benefit employees that assist new faculty with relocation and those involved with the reimbursement process. Please register through the Self-Service Website at: <https://employee.uga.edu/FacStaff/index.jsp>

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