



## October 2009 Training Opportunities

Many of the trainings you may read about below will only be available to you in the Learning Management System if your supervisor has requested that you receive the training. If you have any questions about training access please ask your supervisor if it is a training you will need for your position. If you have been cleared to take a particular training but still do not see it in the LMS, then please call us for assistance.

### - Finance Trainings -

#### Approvals: Self Service

The purpose of Approvals: Self Service training is to explain the steps involved for the approval process using Banner Self Service. This hands-on session provides basic skills to people with budget authority to approve requisitions originated by persons other than themselves. This session will cover the requisition and FOAPAL (chart of accounts) processes, how to perform budget queries, and how to review and approve/disapprove requisitions.

Date	Time	Location
Wednesday, October 14	8:00 am – 8:45 am	TLC 321
Wednesday, October 28	8:00 am – 8:45 am	TLC 321

#### Choosing the Right FOAPAL

The purpose of the Choosing the Right FOAPAL training is to provide employees with the skills needed to choose the correct FOAPAL when preparing and approving documents for budgets, purchasing, time entry, and Concur expense reporting.

Date	Time	Location
Monday, October 12	3:30 pm – 4:30 pm	TLC 321
Wednesday, October 21	3:00 pm – 4:00 pm	TLC 321

#### Concur Expense/LCC Card

The purpose of the Concur Expense/LCC Card training is to provide employees with an understanding of LCC Card policy as well as how to obtain and use the card correctly. In addition, employees will learn the skills needed to create and submit expense reports that are consistent with college policies for LCC Card purchases, mileage, travel, and out-of-pocket expenses. College designated Approvers will also learn their role in LCC Card process and how to approve expense reports.

Date	Time	Location
Thursday, October 8	8:00 am – 11:00 am	TLC 321
Wednesday, October 14	1:00 pm – 4:00 pm	TLC 321

#### Concur Expense Update

The purpose of this policy is to delineate (1) the authority and responsibility of LCC Purchasing Cardholders;

including requirements for overall compliance with the Purchasing Policy; (2) the procedures and processes to be utilized by LCC Cardholders, and (3) the scope of the policy. *This training is only for those who have already completed Concur Expense/LCC Card training.*

Date	Time	Location
Thursday, October 1	8:00 am – 9:00 am	TLC 321
Friday, October 16	8:00 am – 9:00 am	TLC 321

### Create Purchase Order from a Blanket Order

The purpose of Create Purchase Order from a Blanket Order training is to explain the day-to-day procedures for creating a Purchase Order against a Blanket Order using Internet Native Banner (INB). This hands-on training provides an understanding of how a Blanket Order is different from a regular or standing Purchase Order, how to prepare a Purchase Order from a Blanket Order, and monitor the Blanket Order activity. *Requisition Internet Native Banner (INB) training is a pre-requisite for Creating a Purchase Order from a Blanket Order training.*

Date	Time	Location
Wednesday, October 14	11:30 am – 12:30 pm	TLC 321
Wednesday, October 28	11:30 am – 12:30 pm	TLC 321

### Requisition Internet Native Banner

The purpose of Requisition Internet Native Banner (INB) training is to explain operational procedures used in creating a requisition using Internet Native Banner (INB) with more than five line items. This hands-on training will provide an overview of the Banner Finance INB system including chart of accounts, navigation, and budget queries. This training will include an overview of the automated procurement system used at LCC, teach end users how to originate and cancel a Requisition using INB, and view its status in the approval history. *Requisition Internet Native Banner (INB) training is a pre-requisite for Creating a Purchase Order from a Blanket Order training.*

Date	Time	Location
Wednesday, October 14	10:15 am – 11:15 am	TLC 321
Wednesday, October 28	10:15 am – 11:15 am	TLC 321

### Requisitions: Self Service

The purpose of Requisitions: Self Service training is to explain the day-to-day procedures for creating a Requisition using Banner Self Service. This hands-on training provides an overview of the Banner Finance Self-Service system including Chart of Accounts, Budget Quick Query, and Document Review. Included in the training materials is the Purchasing and Purchasing Card Policies for Lansing Community College.

Date	Time	Location
Wednesday, October 14	9:00 am – 10:00 am	TLC 321
Wednesday, October 28	9:00 am – 10:00 am	TLC 321

**Registration:** To register for **Finance** trainings:

1. Select the **Learning Management System (LMS)** link in Star Port.
2. Login using your **TUID** and **Password**.
3. Select the **My Catalog** button.
4. Expand the **General Offerings** link.
5. Expand the **Finance** link.
6. Select the appropriate **Training Title** link.
7. Scroll down to choose the training you wish to enroll for and click the blue registration button to sign up.

8. You are now enrolled.

## - Human Resource Trainings -

### Department Query

The purpose of the Banner Department Query training is to provide employees with the skills needed to search for general and job specific employee information as well as position information through Internet Native Banner (INB). This information will be displayed in view access only for informational purposes only. *(Required for select individuals within departments.) Department Query training is a pre-requisite for ePAF (Electronic Personnel Action Forms) training.*

Date	Time	Location
Monday, October 12	1:00 pm – 3:00 pm	TLC 321
Wednesday, October 21	10:30 am – 12:30 pm	TLC 321

### Electronic Personnel Action Forms EPAFs Banner Self Service – Originators/Approvers

The purpose of the Electronic Personnel Action Forms training is to provide Human Resources Liaisons (HRLs, Originators and Approvers) with an understanding of the hiring, termination, and job change process focusing on correct completion of the Electronic Personnel Action Forms in Self Service Banner. *(Required for select individuals within departments.)*

Date	Time	Location
Tuesday, October 6	9:30 am – 11:30 am	TLC 321
Thursday, October 29	8:00 am – 10:00 am	TLC 321

### Time Entry – Approver: Self Service

The purpose of the Time Entry – Approver: Self Service training is to provide approvers with the skills needed to approve/disapprove time sheets and leave requests. *(Required for supervisors.)*

Date	Time	Location
Tuesday, October 20	11:00 am – 12:00 pm	TLC 321

### Time Entry – Self Service Help Lab

The purpose of the Time Entry – Self Service Help Lab is to provide full-time, part-time, and student employees with assistance in learning how to enter their time. Registration is still required for this training; however, employees may drop in at any time during the session.

Date	Time	Location
Wednesday, October 21	1:00 pm – 2:30 pm	TLC 321

**Registration:** To register for **Time Entry – Self Service Help Lab:**

1. Select the **Learning Management System (LMS)** link in Star Port.
2. Login using your **TUID** and **Password**.
3. Select the **My Catalog** button.
4. Expand the **General Offerings** link.
5. Expand the **Time Entry Lab** link.
6. Select the **Time Entry Lab** link.
7. Scroll down to choose the training you wish to enroll for and click the blue registration button to sign up.
8. You are now enrolled.

## Online Time Entry Trainings (Full-Time, Part-Time, Student)

To complete the online training, login to the Learning Management System (LMS) and follow the instructions below. **Grant Funded Employees may NOT complete the training online.**

**Registration:** To register for **Time Entry** online training:

1. Select the **Learning Management System (LMS)** link in Star Port.
2. Login using your **TUID** and **Password**.
3. Select the **My Catalog** button.
4. Expand the **Time Entry** link.
5. Select the appropriate **Time Entry Training Title** link with a blue globe in front of it.
6. Scroll down to choose the training you wish to enroll for and click the blue registration button to sign up.
7. You are now enrolled.
8. Select the **My Trainings** link.
9. Select the appropriate **Time Entry Training Title** link with a blue globe in front of it.
10. The training will begin in a new browser window.

## Timekeeper – Internet Native Banner

The purpose of the Timekeeper – Internet Native Banner (INB) training is to provide designated timekeepers with the skills needed to enter time sheets and leave requests for faculty on a required bi-weekly basis for faculty through INB. *(Required for select individuals within departments.)*

Date	Time	Location
Friday, October 30	11:30 am – 12:30 pm	TLC 321

**Registration:** To register for **Timekeeper: Internet Native Banner** training:

1. Select the **Learning Management System (LMS)** link in Star Port.
2. Login using your **TUID** and **Password**.
3. Select the **My Catalog** button.
4. Expand the **Timekeeper – Internet Native Banner** link.
5. Select the **Timekeeper – Internet Native Banner** link.
6. Scroll down to choose the training you wish to enroll for and click the blue registration button to sign up.
7. You are now enrolled.

## - Student System Trainings -

### Adding and End-Dating Holds

The purpose of the Adding and End-Dating Holds training is to provide employees with the skills needed to end-date address holds so that the registration process can proceed. You will learn how to access and navigate the SOAHOLD form in Internet Native Banner (INB).

Date	Time	Location
Thursday, October 15	11:00 am – 12:00 pm	TLC 321
Thursday, October 22	8:00 am – 9:00 am	TLC 321

### Adding and Removing Test Scores

The purpose of the Adding and Removing Test Scores for Student Registration training is to provide employees with the skills needed to enter test score information within the SOATEST form in Internet Native Banner (INB).

Date	Time	Location
------	------	----------

Thursday, October 15	8:00 am – 9:00 am	TLC 321
Tuesday, October 27	9:30 am – 10:30 am	TLC 321

### Big View – Internet Native Banner (Advising)

The purpose of the Student System Big View—Internet Native Banner (INB) – Advising training is to provide employees with the skills needed to obtain student record information.

Date	Time	Location
Wednesday, October 7	1:00 pm – 4:00 pm	TLC 321

### Entering Student Notes in Internet Native Banner

The purpose of the SPACMNT training is to provide faculty and staff who have a student advising or counseling role with the skills needed to document their advising and counseling contacts with students. The notes entered benefit the student, service provider and the department by ensuring that advice is documented, complete and consistent with college policies.

Date	Time	Location
Friday, October 2	12:30 pm – 2:30 pm	TLC 321
Monday, October 5	1:00 pm – 3:00 pm	TLC 321
Tuesday, October 13	9:30 am – 11:30 am	TLC 321
Tuesday, October 20	9:30 am – 10:30 am	TLC 321
Thursday, October 29	10:30 am – 11:30 am	TLC 321

### Student Registration

The purpose of the Student Registration training is to provide employees with the skills needed to obtain general student information and register students in Internet Native Banner (INB).

Date	Time	Location
Friday, October 16	12:30 pm – 3:30 pm	TLC 321
Friday, October 30	8:00 am – 11:00 am	TLC 321

### Registration Permit Overrides

The purpose of the Registration Permit Overrides training is to provide employees with the skills needed to enter registration overrides within the SFASRPO form in Internet Native Banner (INB). In addition, participants will learn how to view student academic history and test scores.

Date	Time	Location
Thursday, October 15	9:30 am – 10:30 am	TLC 321
Tuesday, October 27	11:00 am – 12:00 pm	TLC 321

**Registration:** To register for **Student System** trainings:

1. Select the **Learning Management System (LMS)** link in Star Port.
2. Login using your **TUID** and **Password**.
3. Select the **My Catalog** button.
4. Expand the appropriate **Training Title** link.
5. Select the **Training Title** link.
6. Scroll down to choose the training you wish to enroll for and click the blue registration button to sign up.
7. You are now enrolled.

## Microsoft Office 2007

The purpose of the What's New in Office 2007 training is to provide employees with an overview of what is new in Office 2007 with a focus on Word, Excel, PowerPoint and Outlook programs. The campus will be transitioning to Office 2007 over the next few months.

Date	Time	Location
Friday, October 9	1:00 pm – 3:00 pm	TLC 321
Wednesday, October 21	8:00 am – 10:00 am	TLC 321

**Registration:** To register for **Office 2007** trainings:

1. Select the **Learning Management System (LMS)** link in Star Port.
2. Login using your **TUID** and **Password**.
3. Select the **My Catalog** button.
4. Expand the **General Offerings** link.
5. Expand the **Office 2007** link.
6. Select the **Office 2007** link.
7. Choose the training session you wish to enroll for and click the blue registration button to sign up.
8. You are now enrolled.



### Human Resources - Organization Development

Lansing Community College

Phone: (517) 483-1879

Email: [hr-od@lcc.edu](mailto:hr-od@lcc.edu)