



March 2011 Training Opportunities

Human Resources - Organizational Development

Lansing Community College

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Please Note:

- **On-line delivery.** OD is in the process of converting some of its face-to-face course to on-line delivery. We are working with the subject matter experts to determine the courses that fit with online delivery. This will help ensure that faculty and staff can access these training workshops right when they are needed. During this conversion process, you may notice a *slight* reduction in the number of offerings. We are currently balancing the need to deliver ongoing training while at the same time converting workshops to on-line delivery. Thank you for your understanding!
- HR is taking a proactive approach to managing the enrollment of our training workshops to avoid last minute cancellations due to low enrollment. HR will send an email confirmation five business days prior to the course running with a link to the training manual and instructions to bring their laptop computer. This email will also ask each participant to confirm their attendance in the course within 24 hours. To provide for the most efficient and effective training delivery, a course should have 3 people registered and confirmed 3 business days before the course is scheduled to run. If there are less than 3 people planning to attend, the course may be cancelled. HR will notify the participants that the course is cancelled due to low enrollment, and to find out the urgency of the training need. HR will consider making special arrangements for delivery on a case-by-case basis.
- 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 **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 at 483-1879.
- From time to time trainings may not have anyone registered so OD will cancel. Therefore it is **extremely important** that you be sure you register in the LMS and not just go to the room listed as the training location.
- If a training that you need is not listed, please call the trainer Louise Whitney at 483-9940.
- All trainings are now in the Administration Building Room 102 (Admin) unless otherwise noted.
- **Please bring a laptop.**
- The link to the Learning Management System is: <https://hurricane.lcc.edu/pls/apex/f?p=251>

- Finance Trainings Block -

The following Finance trainings will be held as a block in March. If you need any of these, please register in the LMS and come to Admin 102 **with your laptop** for training. The trainer will work with you on the specific training(s) you require. Please do not arrive later than 8:00 am. FOAPAL help will also be available.

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.

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.*

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.*

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
Monday, March 21	1:30 pm-3:00 pm	Admin 200

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
Friday, March 4	1:00 pm-3:00 pm	Admin 102
Friday, April 1	1:30 pm-3:30 pm	Admin 102

- Human Resource Trainings -

Time Entry

The purpose of the Time Entry – Self Service is to provide approvers, full-time, part-time, and student employees with assistance in learning how to enter their time. Please call HR-OD to schedule training.

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.

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.)*

Date	Time	Location
Friday, March 25	1:00 pm – 2:00 pm	Admin 102

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
Friday, March 18	1:00 pm-2:00 pm	Admin 102

- Student System Trainings -

The following Student trainings will be held as a block in March. If you need any of these, please register in the LMS and come to Admin 102 **with your laptop** for training. The trainer will work with you on the specific training(s) you require. Please do not arrive later than 9:00. FOAPAL help will also be available

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).

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).

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
Monday, March 14	1:30 pm-3:00 pm	Admin 102

Big View/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
Friday, March 18	8:30 am-10:00 am	Admin 102

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, March 25	2:00 pm-3:00 pm	Admin 102

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
Monday, March 28	2:00 pm -3:00 pm	Admin 102