



JACKET SUCCESS

UNIVERSITY EMPLOYEE TRAINING

FALL 2024

SESSION I: WEDNESDAY, OCTOBER 23, 2024

<u>Morning sessions:</u>		Location
8:30 am to 9:30 am	Payroll: Supervisors Session – Basic Job Information Categories	<i>College of Education Computer Lab, Room 417</i>
9:30 am to 9:45 am	Break	
9:45 am to 10:15 am	Environmental Health & Safety: Field Level Risk Assessments – an effective way to minimize risks to health & safety of an organization Facility Services: What you need to know, overview.	<i>College of Education, Room 423</i>
10:15 am to 11:00 am	Business Services: General Information, Procurement & Ordering, General Services Agreement, SmartBuyMSU & Amazon Business, Paying Vendors (BPA's & PCards), Hospitality Forms, Travel, Policy Updates, Cash Handling & Parking Updates.	<i>College of Education, Room 423</i>
<u>Afternoon sessions:</u>		
1:00 pm to 2:00 pm	Business Services: Chrome River	<i>College of Education Computer Lab, Room 421</i>
2:00 pm to 2:45 pm	Information Technology: An Introduction to Using Windows 11	<i>College of Education Computer Lab, Room 421</i>

SESSION II: THURSDAY, OCTOBER 24, 2024

<u>Morning sessions:</u>		Location
8:30 am to 9:30 am	University Police: Response to active shooter	<i>College of Education, Room 423 or ONLINE</i>
9:30 am to 10:15 am	Human Resources: Hiring/Recruiting Process, HR updates, and procedures for performance evaluations.	<i>College of Education, Room 423</i>
10:15 am to 10:30 am	Break	
10:30 am to 11:15 am	Budget – Reviewing department budget activity using the Banner Web Reports and FY25 Budget Tracking workbooks.	<i>College of Education Computer Lab, Room 421</i>

For questions, contact Heather Hanna at 657-1634 or heather.hanna@msubillings.edu

PLEASE RSVP FOR THE TRAINING BY FRIDAY, OCTOBER 18TH

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