



JACKET SUCCESS

UNIVERSITY EMPLOYEE TRAINING

SPRING 2025

SESSION I: WEDNESDAY, MARCH 12, 2025

<u>Morning sessions:</u>		Location
8:30 am to 9:30 am	Payroll: Supervisors Session – Preventing Delay in Employee Pay	<i>College of Education Computer Lab, Room 417</i>
9:30 am to 10:15 am	Budget – Reviewing department budget activity using the Banner Web Reports and FY26 Budget workbooks.	<i>College of Education Computer Lab, Room 417</i>
10:15 am to 10:30	Break	
10:30 am to 11:15 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 & Fiscal year End deadlines.	<i>College of Education Computer Lab, Room 417</i>
<u>Afternoon sessions:</u>		
1:00 pm to 2:15 pm	Business Services: Chrome River and Business Services Forms	<i>College of Education Computer Lab, Room 417</i>
2:15 pm to 3:00 pm	Financial Services – Policies, Procedures, FYE	<i>College of Education Computer Lab, Room 417</i>
3:00 pm to 3:15 pm	Break	
3:15 pm to 4:00 pm	Information Technology: AI in Action. Learn some practical, everyday uses for AI.	<i>College of Education Computer Lab, Room 417</i>

SESSION II: THURSDAY, MARCH 13, 2025

<u>Morning sessions:</u>		Location
8:30 am to 9:30 am	University Police: Response to active shooter	<i>College of Education, Room 407</i>
9:30 am to 10:15 am	Human Resources: HR Updates	<i>College of Education, Room 407</i>
10:15 am to 10:30 am	Break	
10:30 am to 11:15 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 407</i>
11:15 am to 12:00 pm	Foundation: An overview of Foundation funds and the process of requesting reimbursement. How to complete the Campus Request for Payment of Funds Form.	<i>College of Education, Room 407</i>

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

PLEASE RSVP FOR THE TRAINING BY FRIDAY, MARCH 7TH

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