



JACKET SUCCESS

UNIVERSITY EMPLOYEE TRAINING

Fall 2026

SESSION I: TUESDAY, October 20, 2026

<u>Morning sessions:</u>		Location
8:30 am to 8:45 am	Vice Chancellor of Administration & Finance: Welcome and Introduction	College of Education Room 407 Teams Link
8:45 am to 9:45 am	Payroll – Program Coordinators: Geared towards Program Coordinator responsibilities related to timesheet hours, labor laws, employee contracts, setting up proxies, and payroll-related documents	College of Education Room 407 Teams Link
9:45 am to 10:45 am	Payroll – Supervisors: Geared towards supervisor responsibilities related to review of timesheet hours, labor laws, employee contracts, setting up proxies, and payroll-related documents approvals	College of Education Room 407 Teams Link
<u>Afternoon sessions:</u>		
1:00 pm to 1:45 pm	Business Services: Chrome River, travel, forms, paying vendors, General Services Agreement, Amazon Business	College of Education Room 407 Teams Link
1:45 pm to 2:30 pm	Human Resources: HR Updates	College of Education Room 407 Teams Link
2:30 pm to 2:45 pm	Break	
2:45 pm to 3:45 pm	Facility Services: General update, repair vs projects, definitions, process flow.	College of Education Room 407 Teams Link
3:45 pm to 4:30 pm	Financial Services: Finance Forms, Insurance, Banner, Corrections, & Surplus.	College of Education Room 407 Teams Link

SESSION II: WEDNESDAY, October 21, 2026

<u>Morning sessions:</u>		Location
9:00 am to 10:00 am	University Police: Response to active shooter	City College Health Sciences, Room 107 Teams Link
10:00 am to 10:15 am	Break	
10:15 am to 11:00 am	Information Technology: AI Using Copilot Chat	City College Tech Computer Lab, Room B012 Teams Link
11:00 am to 11:45 am	Budget: Reviewing department budget activity using the Banner Web Reports.	City College Tech Computer Lab, Room B012 Teams Link

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

PLEASE RSVP FOR THE TRAINING BY FRIDAY, October 16TH

WWW.MSUBILLINGS.EDU/TRAINING