



JACKET SUCCESS

UNIVERSITY EMPLOYEE TRAINING

Fall 2025

SESSION I: WEDNESDAY, October 22, 2025

<u>Morning sessions:</u>		Location
8:30 am to 9:30 am	Payroll: Preventing Delay in Employee Pay (New MyMSUB Format)	<i>College of Education Computer Lab, Room 417</i>
9:30 am to 10:15 pm	Financial Services: Finance Forms, Insurance, Banner, Corrections, & Surplus.	<i>College of Education Computer Lab, Room 417</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.	<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	Business Services: General Information, Procurement & Ordering, General Services Agreement, SmartBuyMSU & Amazon Buisness, Paying Vendors (BPA's & PCards), Hospitality Forms, Travel, Policy Updates, & Cash Handling	<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. Getting started with AI.	<i>College of Education Computer Lab, Room 417</i>

SESSION II: THURSDAY, October 23, 2025

<u>Morning sessions:</u>		Location
8:30 am to 9:30 am	University Police: Response to active shooter	<i>College of Education, Room 403</i>
9:30 am to 10:15 am	Human Resources: HR Updates	<i>College of Education, Room 403</i>
11:15 am to 12:45 pm	Break for Coffee with the Chancellor	
<u>Afternoon sessions:</u>		
2:00 pm to 2:45 pm	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 403</i>
2:45 pm to 3:30 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 403</i>

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

PLEASE RSVP FOR THE TRAINING BY FRIDAY, October 17TH

WWW.MSUBILLINGS.EDU/TRAINING