

TRAINING & REFRESHER SESSION

PAYROLL PREPARERS! Are you a new departmental Payroll Preparer who needs training on the business processes, procedures and policies relating to electronic time sheets and leave management or are you an current Payroll Preparer who could benefit from a “refresher” training session?

If so, a Payroll Preparer training session has been scheduled for:

WHEN: Friday, November 6, 2015
TIME: 9:30 a.m. - 12:30 p.m.
WHERE: University Center (UC), Room 312
INSTRUCTOR: Sherrell McNamara

AGENDA

ELECTRONIC TIME SHEETS & LEAVE MANAGEMENT:

- Employee/Supervisor Setup (Reports-To Page)
- Reviewing Time Sheets
- Time Sheet Approvals
- Deadlines
- ETS Burst Reports
- Time Entry
- Detailed Leave Reports

REGISTRATION IS REQUIRED. TO REGISTER, PLEASE VISIT:

<http://my.umbc.edu/groups/training/events/36070>

SEE YOU AT TRAINING!!