



UNIVERSITY OPERATIONS TRAINING

Electronic Personnel Action Forms for Originators (EMPLOYEES), by Keunta McPhearson – Human Resources		
MS E-Center - SDC Lab, Department of Human Resources		
February 11, 2016 from 9:00-12 noon	(Click Here to Register)	
March 17, 2016 from 9:00–12 noon	(Click Here to Register)	
April 21, 2016 from 9:00–12 noon	(Click Here to Register)	
May 19, 2016 from 9:00 – 12 noon	(Click Here to Register)	
June 23, 2016 from 9:00 – 12 noon	(Click Here to Register)	
This training session is designed to increase employee understanding of EPAFs, Originating EPAFs, Tracking and Submitting EPAFs in PAWs. (Who should attend? Persons responsible for <u>executing departmental PAFs (Personnel Action Forms)</u> .)		


Employees

Employees

Electronic Personnel Action Forms for Approvers (MANAGEMENT), by Linda Wilson – Human Resources		
MS E-Center - SDC Lab, Department of Human Resources		
February 11, 2016 from 2:00 - 4:00 p.m.	(Click Here to Register)	
March 17, 2016 from 2:00 - 4:00 p.m.	(Click Here to Register)	
April 21, 2016 from 2:00 - 4:00 p.m.	(Click Here to Register)	
May 19, 2016 from 2:00 p.m. – 4:00 p.m.	(Click Here to Register)	
June 23, 2016 from 9:00 – 12 noon	(Click Here to Register)	
This training session is designed to increase the understanding of Approving and Tracking the New Online Electronic Personnel Action Forms (EPAFs) in PAWs. (Who should attend? Persons responsible for <u>approving departmental PAFs (Personnel Action Forms)</u>).		

Management

Management

Travel and Expense Module - ALL EMPLOYEES , by Stephanie Weekly – Purchasing & Travel		
College of Liberal Art, 2nd Floor – Room 205		
January 21, 2016 from 9:00-11 a.m.	(Click Here to Register)	
February 5, 2016 from 3:00–4:30 p.m.	(Click Here to Register)	
February 18, 2016 from 9:00–11:00 a.m.	(Click Here to Register)	
March 4, 2016 from 3:00 - 4:30 p.m.	(Click Here to Register)	
March 30, 2016 from 3:00 – 4:30 p.m.	(Click Here to Register)	
April 14, 2016 from 9:00 – 11:00 a.m.	(Click Here to Register)	
April 29, 2016 from 3:00 – 4:30 p.m.	(Click Here to Register)	
May 10, 2016 from 9:00 – 11:00 a.m.	(Click Here to Register)	
May 25, 2016 from 3:00 – 4:30 p.m.	(Click Here to Register)	
This training session is designed to increase employee understanding of the new Travel & Expense Module. This hands on training session will focus on developing a user profile, submitting online travel request, approving and tracking transactions in JSU PAWs. (Who should attend? Travelers and Persons responsible for submitting departmental travel request)		

Employees

Employees

E-TRANSFERS TRAINING - ALL EMPLOYEES , by Kimberly Jefferson – Budget & Financial Analysis	
College of Liberal Art, 2nd Floor – Room 205	
e-Transfers Training - February 18, 2016 from 2:00 – 4:00 p.m.	(Click Here to Register)
e-Transfers Training - March 8, 2016 from 2:00 - 4:00 p.m.	(Click Here to Register)
e-Transfers Training - April 12, 2016 from 10:00 – 12:00 noon	(Click Here to Register)
e-Transfers Training - May 10, 2016 from 2:00 – 4:00 p.m.	(Click Here to Register)
In this workshop, we will discuss the procedures for submitting a departmental budget transfer electronically. We will also discuss the different types of transfers, inter-fund versus intra-fund adjustments, and allowable versus non-allowable transfers. (Who should attend? Persons responsible for departmental budgets)	

Employees


BUDGET & POSITION CONTROL TRAINING - All EMPLOYEES , by Kimberly Jefferson – Budget & Financial Analysis	
College of Liberal Art, 2nd Floor – Room 205	
Budget & Position Control Training - March 24, 2016 from 10:00 – 12:00 noon	(Click Here to Register)
Budget & Position Control Training - April 28, 2016 from 2:00 – 4:00 p.m.	(Click Here to Register)
Budget & Position Control Training - May 26, 2016 from 10:00 – 12:00 noon	(Click Here to Register)
This workshop is designed to provide a general overview of fund accounting, the definition and uses of each element of a FOAPAL, a general overview of Position Control, as well as describing how this information can be used in various departments/divisions. (Who should attend? Persons responsible for departmental budgets)	

Employees

NEW HIRE CUSTOMER SERVICE ORIENTATION – NEWLY HIRED EMPLOYEES - INVITATION ONLY	
JSU Student Center, 3 rd Floor - Senate Chamber	
February 23, 2016 from 9:00 a.m. – 4:00 p.m.	INVITATION ONLY
March 22, 2016 from 9:00 a.m. – 4:00 p.m.	INVITATION ONLY
April 19, 2016 from 9:00 a.m. – 4:00 p.m.	INVITATION ONLY
May 24, 2016 from 9:00 a.m. – 4:00 p.m.	INVITATION ONLY
June 21, 2016 from 9:00 a.m. – 4:00 p.m.	INVITATION ONLY
July 19, 2016 from 9:00 a.m. – 4:00 p.m.	INVITATION ONLY
August 23, 2016 from 9:00 a.m. – 4:00 p.m.	INVITATION ONLY
September 20, 2016 from 9:00 a.m. – 4:00 p.m.	INVITATION ONLY
This session is designed to orientate newly hired employees into the JSU family to the policies, procedures, values, mission and service expectations. (Who should attend? Newly Hired Employees)	


New Employees

PROFESSIONAL DEVELOPMENT TRAINING & WORKSHOPS

PROFESSIONALISM – ALL EMPLOYEES – by Terri Torrance – Organizational Resource Solutions, Inc	
MS E-Center, 2 nd Floor – E-INNOVATIONS LAB	
February 19, 2016 from 9:00 a.m. - 4:00 p.m. (Click Here to Register)	
March 30, 2016 from 9:00 a.m. – 4:00 P.M. (Click Here to Register)	
April 29, 2016 from 9:00 a.m. – 4:00 p.m. (Click Here to Register)	
Professionalism encompasses a worker's behavior, appearance, and workplace ethics. Employees who have high standards of professionalism are frequently perceived as being more credible and reliable than their co-workers. As a result, professional employees are frequently regarded as their company's leaders. With the workplace becoming more and more competitive, this course is designed to train employees on how to showcase themselves and stand out among the crowd. (Who should attend? All Employees)	

Employees

Employees

EVERYDAY ETHICS - ALL EMPLOYEES – by Joe Goff – Organizational Resource Solutions, Inc	
MS E-Center, 2 nd Floor – California Room	
February 25, 2016 from 1:00 - 4:30 p.m. (Click Here to Register)	
March 3, 2016 from 9:00–12:30 p.m. (Click Here to Register)	
May 10, 2016 from 9:00 – 12:30 p.m. (Click Here to Register)	
June 20, 2016 from 1:00 – 4:30 p.m. – 2nd Floor E-INNOVATIONS LAB (Click Here to Register)	
<p>Is it your job is it to be ethical? Ethical behavior is essential to everyone both at work and in daily life. This course provides you the opportunity to understand what is meant by ethical behavior, to identify ethical values, to recognize unethical behavior, and to relate ethical decision making to your role at Jackson State University. For any organization to succeed and prosper, all of its employees must conduct themselves in an ethical manner.</p> <p>(Who Should Attend? All Employees)</p>	

Employees

Employees

CONFLICT MANAGEMENT - FRONT LINE EMPLOYEES , by Kym Wiggins – Organizational Resource Solutions, Inc	
MS E-Center, 2 nd Floor – E-INNOVATIONS LAB	
February 24, 2016 from 9:00-12:30 p.m.	(Click Here to Register)
March 16, 2016 from 1:00 – 4:30 p.m.	(Click Here to Register)
April 13, 2016 from 9:00 – 12:30 p.m.	(Click Here to Register)
May 5, 2016 from 1:00 – 4:30 p.m.	(Click Here to Register)
June 15, 2016 from 9:00 – 12:30 p.m.	(Click Here to Register)
Conflict is a part of our daily life, at work, at home, and in other settings. This session helps you identify how you personally react to conflict and provides you with some tools for handling conflict with friends, family and coworkers. Learn how to turn conflict into positive outcomes. (Who should Attend? Front Line Employees)	

New Training Topic

Front Line Employees

Front Line Employees

EMOTIONAL INTELLIGENCE – The Other Kind of Smart - ALL EMPLOYEES, by Terri Torrance – Organizational Resource Solutions, Inc	
H.T. Sampson Library, 2nd Floor Auditorium	
March 16, 2016 from 1:00 – 4:30 p.m. (Click Here to Register)	<div style="border: 1px solid black; background-color: #90EE90; padding: 5px; text-align: center;"> New Training Topic </div>
April 13, 2016 from 9:00 – 12 noon (Click Here to Register)	
<p>Studies and statistics have proven that the most successful people in life and business possess a certain level of technical ability coupled with a high level of Emotional Intelligence. This class is designed to introduce the concepts of Emotional Intelligence and allow participants to individually evaluate themselves in the area of Emotional Intelligence. Additionally, participants are provided information that could significantly change the course of their careers by increasing their level of emotional intelligence. (Who should attend? All Employees)</p>	

Employees

When the seating capacity for a particular location is reached, the date will no longer be available for selection in the drop down menu. If there are no available training dates available, then all scheduled sessions have reached maximum capacity.

Where can I find access to all the SDC Training Activities?

- The Staff Development **Website Link**:
<http://www.jsums.edu/professionaldevelopment/events/category/staff-development-events/>
- The **JSU Today** Daily Email Blast – “**Training Section**” (located at the bottom of the email blast)
- The **JSU Campus Events Calendar** – “**Training Calendar**” (located to the under calendar selection)
- Contact **Rod Denne**’ at rod.denne@jsums.edu using the **email title: Training Calendar Request**

