

Training | Virtual Instructor-Led Training: June 2022

As of 5/2/22

SECURITY ROLE	COURSE TITLE	LENGTH	DATE (TIME)	SECURITY ROLE	COURSE TITLE	LENGTH	DATE (TIME)
ACCOUNTANT	ACCOUNTING JOURNALS AND ACCOUNTING ADJUSTMENTS	3 HOURS	JUNE 1 (9-12)	GRANT MANAGER	GRANTS MANAGEMENT	2 HOURS	JUNE 8 (9-11)
			JUNE 2 (9-12)				JUNE 13 (9-11)
			JUNE 6 (9-12)				JUNE 15 (1-3)
			JUNE 7 (9-12)				JUNE 16 (1-3)
			JUNE 14 (9-12)				JUNE 22 (1-3)
			JUNE 15 (9-12)				JUNE 28 (9-11)
			JUNE 21 (9-12)				
			JUNE 22 (9-12)				
COST CENTER DEPOSIT SPECIALIST	AD HOC BANK TRANSACTIONS	1 HOUR	JUNE 7 (2-3:30)	INTERNAL SERVICE DELIVERY DATA ENTRY SPECIALIST	INTERNAL SERVICE DELIVERY	2 HOURS	JUNE 6 (9-11)
			JUNE 13 (1-2:30)				JUNE 13 (9-11)
			JUNE 23 (10-11:30)				JUNE 23 (9-11)
CUSTOMER BILLING SPECIALIST	CUSTOMER ACCOUNTS	3 HOURS	JUNE 9 (1-4)	PAYROLL COSTING MANAGER	PAYROLL ACCOUNTING - COSTING ALLOCATION	3 HOURS	JUNE 2 (9-12)
			JUNE 16 (9-12)				JUNE 6 (9-12)
			JUNE 23 (1-4)				JUNE 9 (9-12)
&							JUNE 13 (9-12)
CUSTOMER CONTRACT SPECIALIST				&	PAYROLL COSTING SPECIALIST		JUNE 21 (9-12)
							JUNE 22 (9-12)
							JUNE 23 (9-12)
							JUNE 27 (9-12)
							JUNE 29 (9-12)
							JUNE 30 (9-12)
EXPENSE DATA ENTRY SPECIALIST	EXPENSE REPORTS FOR EXPENSE AMBASSADORS	3 HOURS	JUNE 9 (1-4)	PAYROLL COSTING MANAGER	PAYROLL ACCOUNTING - HCM SUBTASKS	1 HOUR	JUNE 2 (1-2:30)
			JUNE 14 (9-12)				JUNE 6 (1-2:30)
			JUNE 22 (9-12)				JUNE 7 (10-11:30)
UNIT GIFT MANGER	GIFT CREATION	1 HOUR	JUNE 6 (1-2)				JUNE 8 (1-2:30)
			JUNE 7 (3-4)				JUNE 13 (1-2:30)
			JUNE 8 (1-2)				JUNE 14 (2-3:30)
			JUNE 9 (9-10)				JUNE 15 (10-11:30)
			JUNE 13 (1-2)				JUNE 16 (1-2:30)
			JUNE 15 (1-2)				JUNE 29 (1-2:30)
			JUNE 16 (11-12)				
			JUNE 21 (1-2)				
			JUNE 27 (1-2)				
			JUNE 28 (11-12)				
			JUNE 30 (1-2)	PETTY CUSTODIAN	PETTY CASH ACCOUNT REPLENISHMENT	1 HOUR	JUNE 7 (9-10)

**Note only one session is required per role*

JUNE 2022				
M	TU	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	



Note: No training is scheduled for Fridays.

1 or 2 of the Payroll courses will be for SOM only (depending on the number of people they have in these roles).

