



January Campus Training Schedule

Please RSVP to Matt Goms at matthewgoms@suu.edu

Thursday, January 8, 2015 – EPAF training

Taught by Travis Rosenberg

10–11 am or 3–4 pm in ELC 206

This training will cover Special Appointment, Overload, and Hourly Employee EPAFs. Learn how to submit these payroll action forms online to speed up processing and accuracy.

Thursday, January 15, 2015 – Attendance Tracker

Taught by Bryce Cain

3–4 pm in ELC 206

Attendance Tracker is a new tool in the Portal (with the potential to link to a Canvas course) that makes it easy to track attendance with the swipe of an ID card. If you want to see this amazing tool in action to determine if it would benefit your class, join us for a short demonstration to see the many options.

Thursday, January 22, 2015 – Utah Retirement Systems

Taught by Mike Wilson

10–11 am or 3–4 pm in ELC 206

This training will cover the basics of the URS pension plan, 401(k), 457, and/or Roth IRA accounts. Mike will also be available for questions and one on one consultations throughout the day. Please go to the HR website to schedule an appointment.

Thursday, January 29, 2015 – Windows 8.1

Taught by Jim Shakespear

10–11 am or 3–4 pm in ELC 206

In this training, you will learn the essentials of the Windows 8.1 operating system. We will start with learning the new navigation changes, some of the new features, how to increase productivity, and how IT is automating many common tasks. In preparation for the training, please fill out the following form (<http://goo.gl/b4K8hb>).