Dates	Pillar & Primary Audience	Workshop Value Chain	Scope	Location
Oct 25-27 (WED-FRI) 2017	Campus Solutions (CS) / Instruction	Create & Manage Class Schedule	Copying the Prior Term Schedule New Classes 1. Defining Class Associations 2. Adding or Changing Course Attributes and Values on Classes 3. Adding a Class Fee 4. Adding Class/Course Topics 5. Search for Available Facility 6. Adding an Instructor 7. Adding Textbook Information to a Class 8. Scheduling a Class with Multiple Components Viewing and updating class enrollment capacity and status-Cancel Classes Modifying Class Section Components Modifying Scheduled Class Meetings Adjusting the grade basis of an individual class Creating Combined Sections Assigning Enrollment Requirements (Learning Communities) Defining General Class Permissions Room Scheduling/25 Live Dynamic class date rule Generate Dynamic Class Dates	SBCTC, Olympia
Nov 1-3 (WED-FRI) 2017	Finance / Admin. Services	Travel Authorizations, Cash Advances and Expense Reports	Process Travel Authorizations Process Cash Advances Process Expense Reports Post Liabilities, Payments and Adjustments	SBCTC, Olympia
Nov 7-9 (TUE-THU) 2017	CS / Financial Aid	FA ISIR Process & Process FA Applications	Importing and Processing ISIR Files Making ISIR Corrections Managing Checklists Docs Selection- Initial Request Notification Docs Selection- Second Request Notification Building FA Term Creating FA Term Driver Records Updating Weeks of Instruction Prorating EFC Assigning Student Budgets Managing Higher One Managing WA State Need Grant Archives Managing College Bound Archives Managing NSLDS Data	**TBD**
Nov 7-9 (TUE-THU) 2017	Finance / Accounting	General Ledger (Daily operations, reporting, month & year end close)	Daily Operation Reporting Month & Year end close Best-practices	**TBD**
Nov 15-17 (WED-FRI) 2017	CS / Instruction & HR	Faculty Workload Management (Class & job pay data)	Begin: Class Schedule End: Faculty Job Data	**TBD**

Dates	Pillar & Primary Audience	Workshop Value Chain	Scope	Location
Dec 6-8 (WED-FRI) 2017	Human Capital Management (HCM)/ Human Resources	Absence Management & Time & Labor: Employee & Manager Workflow	Viewing Absence Balances and History Absence Request Viewing Employee Absence Balances and Requesting an Employee Absence (supervisor) Approving or Denying an Absence Request Delegating Absence and Time Approval FMLA Submission and Processing in PeopleSoft Reporting Time Using a Timesheet Requesting Overtime Modify Reported Time Reporting Compensatory Time View Comp Time Balance View Payable Time Summary View Work Schedule Approving Absences Approving Payable Time through the HCM Worklist Viewing Overtime Requests Enter/Modify Time for Direct Report Review Exceptions	SBCTC, Olympia
Dec 13-15 (WED-FRI) 2017	Finance / Admin. Services	Budget Creation, Execution, Monitoring	Import/enter the budget, Execution, Monitoring 1. budget approved 2.create budget 3.approve budget 4.close budget 5.budget adjustments/monitoring	SBCTC, Olympia
January 2018	Finance / Admin. Services	Budget Development	Queries, data retrieval, best-practices for developing a budget w/out Hyperion (and without the crutch of pre-established HP-Legacy practices)	TBD
January 2018	CS / Student Services	Manage Beginning of Term	Beginning of Term Processes (to 10th day) Maintaining the Term & Session Table Early Alert Configuration Maintaining the Academic Calendar Create and activate term (Batch Term Activate) Batch Assigning Enrollment Appointments Dynamic Class Date Rule Generate Dynamic Class Dates Managing waitlists	TBD
January 2018	CS / Financial Aid	FA Awarding & Packaging Financial Aid	Mass Packaging Awarding a Student- Individual SNG Override Award Notifications Repackaging	TBD
January 2018	Finance / Purchasing	Procure to Pay (Purchasing, Invoice to Pay)	1. create req 2. approval of req 3.create po 4.purchase 5. receive/return 6.matching PO to invoice 7.pay invoice	TBD
February 2018	Finance / Accounting	Accounts Receivables & Billing-non student	1. create/maintain customer id 2.create billing/invoice 3. receive payment 4. post payment 5. review aging/allowance/write/collections	TBD

Dates	Pillar & Primary Audience	Workshop Value Chain	Scope	Location
February 2018	HCM / Recruiting	Recruiting / Talent Acquisition Management	Job vacancy to Offer, including requisition flow Entering Job Details Adding Screening Criteria to a Job Opening Adding a Hiring Team to a Job Opening Creating a Job Posting Approving a Job Opening Adding Qualifications to a Job Opening Performing Applicant Self Service Activities Approving Job Offers Screening Applicants Recording an Offer Acceptance Withdrawing a Hire Request Cloning a Job Opening Hiring Applicants Routing Applicants Scheduling Interviews	TBD
February 2018	CS / Student Services	Build Degrees and Certificate (SBCTC role, AAR, Graduation, Transfer Credit)	Plan code management (EPC) Build degrees/certificates Student Milestones for Non-Course requirements & Degree Concentrations Evaluating Students degree/certificate progress, and for Graduation requirements Producing an academic advising report, and creating in batch Award student degree/certificate	TBD
February 2018	CS / Cashiering & Accounting	Student Financials Structure & Student Billing	SF Structure (Item Types, Tree, Course/Class Fees, Term Fees) Tuition Calc Student Billing Waivers	TBD
February 2018	Finance / Accounting	Payables Without Purchase Orders	Enter and Process Vouchers Quick Invoice Entry Manage Vouchers Match Vouchers Pay Cycles Manage Accruals	TBD
March 2018	CS / Student Services	Enrollment/Program Plan Stack /Update Student Information/Transfer Credit	Managing Student Program/Plan Stack Student Self Service Enrollment (online) Manual staff enrollment + Overrides Managing Student Milestones Managing Waitlists Define transfer credit rules Evaluating and Using Transfer Credit Transfer evaluation report to student	TBD
March 2018	CS / Financial Aid	FA Pell / Loan Packaging / Self-Service	Awarding an Additional Loan after PLUS Denial Repackaging a Loan Direct Loan Management Page Updated Loan File Management Pell Originaion Management	TBD
March 2018	Finance / Budget Office & HR	Budgeting & Managing Salaries	How to budget and track salary spend with current configuration	TBD

Dates	Pillar & Primary Audience	Workshop Value Chain	Scope	Location
April 2018	CS / Financial Aid	FA Authorize / Disburse / Reconciliation (includes SF FA Disbursement Posting & Refunds)	Managing User Edit Messages Enrollment Level Hold Service Indicators Disbursing Financial Aid Best-Practices Related to 3C's Steps Reconciliation between FA & SF FA Disbursement Posting Refunding – Batch (FA)	TBD
April 2018	Finance / Budget Office	Grants: SBCTC Grants & Cost Collection	This is a second grants workshop to define cost collection	TBD
April 2018	Finance / Accounting	Managing Cash in PeopleSoft	Positive pay, AR/CS cash application 1. cash goes in 2. cash out 3. bank recon	TBD
April 2018	CS / Student Services	Managing 3Cs for Required Communications	Common, best practices for using 3Cs to send required communications to students throughout student lifecycle	TBD
April 2018	CS / Cashiering & Accounting	SF Payment Plan & Cashiering & Cancellation	Payment Plan Cashiering (Open/Close (EOD process), Post Payment, Department Receipts)	TBD
May 2018	CS / Student Services	Running Start Admissions & Billing	Admitting a student to Running Start Billing high schools	TBD
May 2018	CS / Student Services	Manage End of Term (includes Academic Standing)	End of term processes Faculty Grade entry Grade posting Grade Lapse rule and processing Repeat rule and Repeat Checking Manually adjusting a student repeat code Setting Academic Standing & Service Indicators Terms Honors National Student Clearinghouse	TBD
May 2018	CS / Cashiering & Accounting	Manage Third Party Accounts (Student Fin.)	Create/copy Third Party Contract Assign/Cancel a Student from Third Party Contract Recalculate Third Party Contracts Create a Third Party Sponsor Invoice Post a Third Party Payment Posting Corporate Payments for Multiple Students Rollover Third Party Contract Refund a Third Party Sponsor Payment IPEDS reporting in VA Ch. 33 (post 911)	TBD
May 2018	CS / Financial Aid	FA Satisfactory Academic Progress (quarterly)	SAP SAP Communications R2T4	TBD

Dates	Pillar & Primary Audience	Workshop Value Chain	Scope	Location
May 2018	HCM / Payroll	Payroll Processing and Post-Processing	PAYROLL PROCESSING Loading the PSHUP File into Paysheets (FWL) Payroll Checklist Payroll Plan Example Running the Calculate Absence and Payroll Process Checking for Absence Calculation Errors Finalizing the Calculate Absence and Payroll Process Running the Load Absence to Payable Time Process Running the Time and Labor Administration Process Running the Presheet Audit Report Running the Pay Calculation Process Running the Medical Aid Maximum Process Running the Union Dues Monthly Maximum Process Running the Payroll Summary Report Running the Employees Not Processed Report Running the Deductions Not Taken Report Running the Deductions in Arrears Report Creating a Payroll Register Creating a Deduction Register Automated Step Increase Running the Precalculation Audit Report PrePay Deduction Setup One Time PSHUP File Load and Maintenance PAYSHEETS Adding Other Earning Paysheets Creating Paysheets Recording One-Time Paysheet Deductions Recording a One-Time Paysheet Tax Deduction Updating Payline Information Creating a Manual Check Entry Reporting Time Using a Timesheet PROCESSING LEAVE Entering Sick Leave Buy Out Entering Vacation Leave Pay Out at Termination	TBD
June 2018	HCM / Payroll	Payroll Maintenance	PRE-PROCESSING Linking a Pay Run ID to a Payroll Calendar PrePay Deduction Setup Reviewing Pay Calendars Reviewing Payroll Error Messages TIAA-CREF Over 6 Pct Report Balloon Payment Processing in PeopleSoft MAINTENANCE Building the Fiscal Year Balance ID Tables Creating Pay Calendars Setting Up Pay Run ID's Updating Pay Calendar Tables	TBD

Dates	Pillar & Primary Audience	Workshop Value Chain	Scope	Location
June 2018	CS / Cashiering & Accounting	Student Financials Collections & Write-Offs	Collections Write-Offs	TBD
July 2018	HCM / Payroll	Faculty Workload to Payroll	Begin: Faculty Job Data End: Input to Payroll	TBD
July 2018	CS / Student Services	Manage Student Groups & Service Indicators	Adding, updating and viewing student groups and service indicators Define global service indicators and groups, and standards	TBD
August 2018	CS / Student Services	Selective Admissions	Apply to selective program Define selective degree requirements using checklists Process application and monitor status Student status communication Program acceptance	TBD
TBD	HCM / Human Resources	Absence Management & Time & Labor: Administration tasks	Correcting or Reversing Leave Balances/Running the Absence Management Off Cycle on Demand Process Entering Shared Leave Using Results by Calendar Group Using Absence Event Tracking Leave of Absence Absence Management Custom Reports Assigning Work Schedules Enrolling in a Compensatory Time Plan Enrolling Time Reporters Time and Labor Key Terms Locking Down Timesheets Managing Exceptions for Time and Labor Making Record Only Adjustment in Time and Labor Reporting Time Quickly Viewing Reported Time	TBD