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Learning & Development

E-Learning Curriculum At-A-Glance

HR Capsule Special Edition December, 2014 - Vol 25, Issue 25

In This Issue - Click on Topic Below to Access Specific Benefit Information or Scroll Down

Learning & Development Upcoming Courses

Federal Contracts Course

Expense Module Training

BuyWays Requisitioner Training

Summit Dashboard Training for Academic Administrator, PI and Pre Award Dashboards

Summit Dashboard Training for Financial Reporting Needs for Administrative Departments

Administrative Management of Clinical Research Course

Learning & Development Upcoming Courses



This December issue of the HR Capsule is dedicated to Learning & Development's curriculum for the upcoming months. This HR Capsule outlines each course with the following information:

-  Course name and description
-  Target audience
-  Date, time, location
-  Registration

Read below and learn more about the upcoming Learning & Development courses. Also, if you are looking for specific skill training that is not included below, please email LandD@umassmed.edu for other online training opportunities.

Federal Contracts - Research Administration Program



Summary Description - This class explores the unique characteristics of federal contracts and how they differ from grants and cooperative agreements from both a proposal and post-award administration perspective.



Target Audience

Individuals who are responsible for administering, monitoring, supporting and/or facilitating research programs.



Date, Time and Location

Date/Time - Wednesday, December 10, 2014; 9-11 a.m.

Location - S2-351 at Medical School Building

[Register Now](#)

Register

[Click here](#) to learn more and register for the course.

Expense Module Training - PeopleSoft



Summary Description - This live online class reviews the process for entering, printing and submitting expense reports electronically through PeopleSoft.



Target Audience

Trip Preparers or any traveler who wants to enter his/her own expenses through PeopleSoft.



Date, Time and Location

Date/Time - Tuesday, December 16, 2014; 10-11 a.m.

Location - Webinar Online

[Register Now](#)

Register

[Click here](#) to learn more and register for the course.

BuyWays Requisitioner Training - University Procurement System



Summary Description - UMass BuyWays is the University's one-stop shopping system for eProcurement users. This module describes the procedures related to the role of Requisitioner.



Target Audience
Assigned requisitioners of the department.



Date, Time and Location

Date/Time - Thursday, December 18, 2014; 1 - 4:30 p.m.

Location - 13W319 Learning Center at South Street



Register

[Click here](#) to learn more and to register for the course.

Summit Finance Dashboard (Academic Administrator, PI and Pre-Award Dashboards) - Summit Business Intelligence Tool



Summary Description - This live online webinar gives you the tools to navigate through the Academic Administrator, PI and Pre Award Summit Dashboards where you can manage your Sponsored Projects and Non Sponsored Projects as well as your Budget and Fund Balance Funds.



Target Audience
Academic Department Managers responsible for financial

information.



Date, Time and Location

Date/Time - Thursday, January 15, 2015; 10-11 a.m.

Location - Webinar Online



Register

[Click here](#) to learn more and register for the course.

Summit Finance Dashboard (Financial Reporting Needs for Administrative Departments) - Summit Business Intelligence Tool



Summary Description - This dashboard has been tailor designed to meet the financial reporting needs of the Administrative Departments at the University who manage

Budget and Fund Balance Funds.



Target Audience

Academic Department Managers responsible for financial information.



Date, Time and Location

Date/Time - Friday, January 16, 2015; 10-11 a.m.

Location - Webinar Online

Register Now

Register

[Click here](#) to learn more and register for the course.

Administrative Management of Clinical Research - Research Administration Program



Summary Description - This course provides a comprehensive review of feasibility and assessment of clinical study budgets. Using budget templates, attendees will acquire skills to assist faculty with realistic budget creation, review and ongoing monitoring and reconciliation of all study activity.



Target Audience

Individuals who are responsible for administering, monitoring, supporting and/or facilitating research programs.



Date, Time and Location

Date/Time - Thursday, January 22, 2015; 8:30-12:30 p.m.

Location - HR Training Room at South Street

Register Now

Register

[Click here](#) to learn more and register for the course



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