

*Consider the
Possibilities*



REGISTRATION INFORMATION

Welcome to the 2008 catalog for UF Training and Organizational Development, Human Resource Services.

REGISTRATION OPENS DECEMBER 3RD

HOW TO REGISTER

Log into myUFL and navigate to *My Self Service > Training and Development > Request Training Enrollment*. When searching by course number, do not put a space in the number. In myUFL, click on the blue “i” in the triangle to view the full course description.

A complete course schedule and directions on how to register for courses are available at www.hr.ufl.edu/training

Table of Contents

About T&OD	4
Pro3 HR/Payroll Certification	6
Pro 3 Fiscal Certification	8
Managing at UF: The Supervisory Challenge	10
Project & Performance Management	12
For New Hires	13
Business Communications	14
Computer Application Courses	15
Personal Development Courses	16
Retirement and Financial Series	17
myUFL Courses	18

NEED HELP REGISTERING?

If you need assistance in registering for Training and Organizational Development courses:

- Visit our web site at www.hr.ufl.edu/training
- E-mail: training@ufl.edu
- Call: (352) 392-4626 (SC 622-4626)

DIRECTIONS TO TRAINING FACILITIES

HRS Building, Rooms 119 and 120: 903 W. University Ave.

From UF, head east on University Ave. Cross NW 13th St. The HRS building is a few blocks further on the right. UF parking by orange, blue, or official business decal is available behind the building and in the parking lot parallel to 10th St., between 1st and 2nd Avenues. Please enter through the front and sign in at the Service Center desk.

Bridges Computer Lab (UF Bridges: East Campus): 2008 N.E. Waldo Rd.

From UF, go east on University Ave. to Waldo Rd. Make a left and go north on Waldo Rd. Go past the traffic light for 16th Ave. and look for UF East Campus on the left. The computer lab is located in the Johnny Walker Building at the northeast corner of the parking lot.

Health Science Center, C3-013: Directions at: <http://training.health.ufl.edu/directions.aspx>

J. Wayne Reitz Union: The Visitor Welcome Center and Bookstore parking garage is located at the Reitz Union at the corner of Museum Road and Reitz Union Drive. Visitors can park in the garage for \$5/day. Orange decal parking is available across the street from (to the south of) the bookstore along with spaces for state of Florida vehicles.

Emerson Alumni Hall: Located at **2012 W. University Ave.**, directly across from Ben Hill Griffin Stadium.

Elmore Hall: On Radio Road off of SW 34th Street, near the UF Physical Plant Division and Mailing Services buildings.

MEET THE TRAINERS

Kyle Cavanaugh, *Senior Vice President for Administration*

TRAINING & ORGANIZATIONAL DEVELOPMENT

Jodi Gentry, *Associate Director*

Bryan Garey, *Assistant Director*

Bob Parks, *Training Manager*

Jamie Cooke, *Program Assistant*

Heather Adams, *Training Coordinator*

Ruth Hernandez, *Training Coordinator*

Kim Kirkup, *Training Coordinator*

Amanda Moore, *Education Coordinator*

Karen Navitsky, *Training Coordinator*

Marianne Preisler, *Training Coordinator*

Ralph Taylor, *Training Coordinator*

SUBJECT-MATTER EXPERTS

Business Affairs

Sherry Adams, *Accounting Coordinator 3, Asset Management*

Barbara Bennett, *Senior Administrative Assistant, Disbursements*

Dianna Brook, *Accounting Coordinator 3, Disbursement*

Eric Davidson, *Assistant Controller, University Tax Services*

Lisa Deal, *Director, Purchasing*

Nur Erenguc, *Chief Audit Executive*

Karen Frank, *Strategic Sourcing Coordinator, Purchasing*

Tammy Frost, *Accounting Coordinator 3, Disbursements*

Ted Griswold, *Assistant Controller, General Accounting*

Amanda Jobes, *Assistant Controller, Asset Management*

J.A. Lopez, *Accounting Coordinator, University Tax Services*

Mike McKee, *UF Controller*

Murphy Miller, *Associate Controller, University Payroll Services*

Linda Orfield, *Assistant Controller, University Payroll Services*

David Segura, *Assistant Controller, Treasury Management*

Brett Wallen, *Senior Administrative Assistant, UF Travel Office*

Mary Ann Whitley, *Assistant Director, Purchasing*

Human Resource Services

Susan Bragg, *Senior HR Representative, Central Leave*

Kate Burch, *Manager, Recruitment and Staffing*

Donna Burdge, *Associate Director, Recruitment and Staffing*

Kevin Clarke, *HR Manager, IFAS office*

Kim Czaplewski, *Associate Director, Employee Relations*

Linda Dufran, *HR Representative, Workers' Compensation*

Charlene Edwards, *Senior HR Representative, Health Science Center*

Larry Ellis, *Director, EEO*

Eric Kegley, *Coordinator, University Retirement*

Phil Maggio, *Administrative Assistant, Academic Personnel*

Janet Malphurs, *Assistant Director, Academic Personnel*

John Martin, *Coordinator, Retirement*

Amber McCurry, *Recruiter, Recruitment and Staffing*

Brook Mercier, *HR Manager, Physical Plant*

Kris Pagenkopf, *HR Representative, Central Leave*

Gloria Penrod, *HR Representative, Workers' Compensation*

Adia Rhodes, *Analyst, Classification and Compensation*

Kim Schares, *Associate Director, Classification and Compensation*

Don Stevenson, *Coordinator, University Benefits*

Other Departments

Sheri Austin, *Budget Director, Provost's Office*

Kathy Bergsma, *UF Security Manager, Computer and Networking Systems*

Beree Darby, *Psychologist and Psychoneuroimmunologist*

Donna Kolb, *Assistant Director, Office of Student Financial Affairs*

Yvette McKinney, *Coordinator, International Center*

Elnora Mitchell, *Assistant Director, Faculty Development*

Helda Montero, *Counselor, Employee Assistance Program*

Anna Prizzia, *Outreach Coordinator, Office of Sustainability*

Jaquie Resnick, *Director, Counseling Center*

John Sawyer, *IT Senior Security Engineer, Computer and Networking Systems*

Tiffany Schmidt, *Assistant Director, Engineering Contracts and Grants*

Brian Sevier, *Assistant Director, IFAS Sponsored Programs*

Nancy Wilkinson, *Director, IFAS Sponsored Programs*

Edythe Zettler, *Grants Specialist, Main Contracts & Grants*

Catalog designed by Jaclyn Rhoads, HRS Communications Coordinator

ABOUT T&OD

WORKSHOPS AT YOUR WORKSITE

Training and Organizational Development workshops can enhance your next retreat or department meeting. Popular topics include Teamwork, Fish! Philosophy (customer service), Myers-Briggs Type Indicator Orientation, and Take Charge of Change. Most site visits are available at no charge.

ORGANIZATIONAL DEVELOPMENT SERVICES

Our organizational development (OD) services are designed to assist work units, departments, divisions, and colleges become more effective by helping them focus on ways to improve group dynamics and organizational culture. Common types of OD services include assistance with change management, strategic planning, team building, leadership development, meeting and retreat facilitation, and competency development (identifying knowledge, skills, behaviors required to be effective in a work setting). To discuss how we may assist your work group, department, division, or college, please contact us at training@ufl.edu. Fees apply for these services.

STRATEGIC PLANNING

Clarify strategic purpose, team values, goals, and action items to help move your team forward

MANAGERIAL COACHING

One-on-one sessions designed to help individuals gain new skills and overcome obstacles that stand in the way of a team's progress.

ORGANIZATIONAL ASSESSMENT

Tools such as interviews, surveys, and assessments (MBTI, LPI, DiSC, and others) to identify key issues and opportunities for improving your organization's (team/unit/department) effectiveness.

LEADERSHIP TRAINING

"Great Leaders, Great Teams, Great Results," a new three-day session for leaders based on the work of Steven Covey, Ram Charan, Jack Welch, and others. Part of our "Next Level" Leadership Program. The UF Academy also provides opportunities for emerging leaders at our institution. Look for application opportunities for both the Next Level and the UF Academy in late spring for fall 2008.

RETREAT FACILITATION

From planning through facilitation, focus your efforts to maximize results. Retreats include design and facilitation, summary documents, and follow-up meetings.

COMPETENCY DEVELOPMENT

Identify core competencies (knowledge, skills, and abilities) or critical functions in your organization—useful in hiring, performance management, and training.

CHANGE MANAGEMENT

Design a change management and implementation plan to adjust to the specific changes in your organization while exploring our culture of constant change at UF.

ADDITIONAL TRAINING RESOURCES

To view additional information about Training and Organizational Development, please visit www.hr.ufl.edu/training

For a complete list of training opportunities at UF, please visit www.training.ufl.edu

Look for the third certification in the university's Pro3 series—Academic Department Support—later this spring!

The University of Florida's Pro3 series is designed to increase the knowledge and skills of administrative professionals in **three** key areas: fiscal management, human resources/payroll, and academic department support.

The first two certifications—Fiscal Management and HR/Payroll Management—have already been launched. The third, and last, certification—Academic Department Support—will become available in early spring 2008. Since launching the Pro3 series in December of 2006, more than 2,500 participants have attended these workshops.

Linked directly to identified competencies for UF employees, this series focuses on cultivating skills and knowledge in areas such as accounting, budget development, fund and spending knowledge, completing hiring and appointments, problem-solving, and analytical thinking.

Expected outcomes of the series include an improved ability, on the part of administrative professionals, to support the university's strategic objectives. Participants in the program will be able to more readily:

- Navigate the complexities of the university's financial and organizational structure
- Comply with related university, state, and federal requirements



- Understand and manage fiscal transactions and budget information in a timely and responsible manner—thereby serving as good stewards of the university's resources
- Maintain the university's commitment to its human capital by completing human resources and related payroll transactions efficiently and effectively
- Provide appropriate assistance with the tenure and promotion application process as well as other academic activities

Look for the third certification—Academic Department Support—later in spring 2008. Partners in this third certification include the International Center, the University Registrar's Office, Finance and Accounting, Academic Personnel, the Office of Institutional Planning and Research—and others!

For more information, visit www.hr.ufl.edu/training/pro3 or contact training@ufl.edu, 392-4626. A guide to the certifications is available at <http://www.hr.ufl.edu/training/pro3/YourQuickandEasyGuidetothePro3Series.pdf>

***For more information,
visit www.hr.ufl.edu/training/pro3***

PRO3 SERIES HR/PAYROLL CERTIFICATION

HIRING TRACK

PRO313 Guide to OPS Employment for UF Administrators

This workshop will discuss general OPS employment, student employment, and Academic OPS. Learn about the OPS hiring process and review other relevant policies and procedures, including “at will” employment, nepotism, workers’ and unemployment compensation, additional employment/lump sum payments, and FICA eligibility.

Thursday, January 17, 1:30 p.m. to 4:30 p.m.

Thursday, March 20, 1:30 p.m. to 4:30 p.m.

Instructors: Jodi Gentry and Donna Kolb

PRO314 Classification and Compensation Foundations

The objective of the “Classification and Compensation Foundations” workshop is to increase your understanding of the university’s classification and compensation structure for UF staff, with emphasis on describing jobs accurately and understanding options that are available to ensure employees are classified and paid properly.

Tuesday, January 8, 1:30 p.m. to 4:30 p.m.

Tuesday, March 18, 1:30 p.m. to 4:30 p.m.

Instructor: Kim Schares

PST092 Posting GatorJobs

See page 19

PST210 Hiring and Additional Pay

See page 18

SCS040 Interviewing and Hiring

See page 10

PST220 Job/Position Actions

See page 18

OTHER PERSONNEL ACTIONS

(Choose three from this grouping OR from Payroll/Leave. All three must be from the same grouping.)

PRO316 Nonresident Alien Training/ University Tax Services

This session is designed to prepare departments involved with any type of monetary compensation with regards to foreign nationals.

Tuesday, January 29, 1:30 p.m. to 4:30 p.m.

Wednesday, March 26, 1:30 p.m. to 4:30 p.m.

Instructors: Eric Davidson and J.A. Lopez

PRO317 An International Affair: Sponsorship of Foreign Nationals for Employment-Based Immigration Statuses

Designed and presented by the university’s International Center, this workshop focuses on visas and status based on employment—from Nonimmigrant to Immigrant (Permanent Resident).

Thursday, January 31, 1:30 p.m. to 4:30 p.m.

Monday, March 31, 1:30 p.m. to 4:30 p.m.

Instructor: Yvette McKinney

*All PRO3 Series courses
are held at the HRS Building, Room 120,
unless otherwise noted*

PRO3 SERIES HR/PAYROLL CERTIFICATION

PRO318 Hiring Graduate Assistants and Fellows

Designed to increase participants' understanding of the requirements (eligibility and paperwork), processes, and steps involved in hiring a Graduate Assistant or Pre- or Post-Doc Fellow. The session reviews requirements and paperwork, and discusses and demonstrates ePAF and the Letter of Appointment.

Tuesday, January 22, 1:30 p.m. to 5:00 p.m.

Tuesday, March 25, 1:30 p.m. to 5:00 p.m.

Instructor: Phil Maggio

PRO319 Guide to Faculty Appointments, Recruitment, and Hiring for UF Administrators

Faculty appointments and titles will be covered, including appointment status modifiers, administrative titles, and a brief explanation of the recruitment process. This workshop will address OPS, salaried, and courtesy faculty as well as post-doctoral associates.

Thursday, January 24, 9:00 a.m. to 12:00 p.m.

Thursday, March 13, 9:00 a.m. to 12:00 p.m.

Instructors: Janet Malphurs and Elnora Mitchell

PRO321 Workers' Compensation and Other HR Topics

In the Pro3 workshop "Workers' Compensation and Other HR Topics," we will increase your understanding of a range of human resource topics to assist you in serving as an effective administrator. Workers' compensation, unemployment compensation, commercial drivers' licenses, and drug testing are among the topics that will be discussed to assist you in creating a safe and secure working environment for your department.

Tuesday, March 11, 1:30 p.m. to 4:30 p.m.

Instructors: Kevin Clarke, Linda Dufran, and Gloria Penrod

PAYROLL/LEAVE GROUPING

(Choose three from this grouping OR from Other Personnel Actions. All three must be from the same grouping.)

PRO315 Advanced Topics in Payroll and Leave

This session reviews and discusses the university's pay cycle and payroll calendar alongside various payroll/leave tools such as paylists, review paycheck and leave balances, and Payable Time Detail. Time reporting codes (TRCs) and earnings codes, adjustments, wage refund calculation requests, and leave processes/issues will be reviewed.

Wednesday, January 30, 1:30 p.m. to 4:30 p.m.

Wednesday, March 19, 9:00 a.m. to 12:00 p.m.

Instructors: Susan Bragg and Linda Orfield

PRO320 UF Leave Policy

Designed for payroll processors, department administrators, and supervisors, this session provides an in-depth review of UF leave policy and facilitates a better understanding of FMLA and extended leaves of absence.

Thursday, January 24, 1:30 p.m. to 4:30 p.m.

Thursday, March 27, 1:30 p.m. to 4:30 p.m.

Instructor: Susan Bragg

PST110 Time and Labor 1

See page 23

PST111 Time and Labor 2

See page 23

PST081 Payroll Distributions

See page 19

PRO3 SERIES FISCAL CERTIFICATION

CORE COURSES

PRO302 Color of Money: A Guide to How Moneys May Be Spent at UF

This workshop will introduce UF's sources of funds along with the accompanying rules, or directives, that govern how each type of moneys may be spent. Participants will learn about "allowable expenditures" for each funding source and will practice applying the rules to ensure uniform and consistent application of associated directives.

Monday, January 14, 1:30 p.m. to 4:30 p.m.

Monday, March 24, 1:30 p.m. to 4:30 p.m.

Instructor: Mike McKee

PRO303 Internal Controls

Participants will be introduced to an "internal control framework" and study the key concepts together with a series of questionnaires that will guide them in performing unit-based internal control self-assessments.

Tuesday, February 12, 1:30 p.m. to 4:30 p.m.

Monday, March 3, 1:30 p.m. to 4:30 p.m.

Instructors: Nur Enguc and Mike McKee

PST050 Budget and Commitment Control

See page 20

PRO304 Basic Accounting Concepts

This course will enable you to develop a basic understanding of the accounting structure, system, and concepts used to manage the financial transactions and flow of money at the university.

Monday, January 28, 1:30 p.m. to 4:30 p.m.

Tuesday, March 11, 9:00 a.m. to 12:00 p.m.

Instructor: Ted Griswold

PST130 Departmental Reconciliation

See page 21

ELECTIVES

PRO323 Post-Award Overview

The three "core" post-award offices (contract and grant) at UF have created this course to provide an overview of the "Post Award" area within research administration. Key areas of responsibility will be explored so that faculty, department administrators, and other key research personnel will understand how these offices serve them in managing the sponsored program portfolio.

Monday, February 4, 1:30 p.m. to 4:00 p.m.

Tuesday, April 22, 9:00 a.m. to 11:30 a.m.

Instructors: Tiffany Schmidt, Brian Sevier, Nancy Wilkinson, and Edythe Zettler

REQUIREMENTS FOR THE FISCAL MANAGEMENT CERTIFICATION

- Take the five Pro3 Core Courses listed
- Earn two elective credits; elective groupings listed online at www.hr.ufl.edu/pro3/groupings.htm
Please keep in mind the following guidelines for elective credit:
 - Most of the electives are grouped; take all of the courses within a grouping in order to get one elective credit
 - At least one of your electives must be within the Completing Transactions Competency
- Take the five Personal Excellence courses listed, plus one Business Communication course (listed on page 14)

PRO3 SERIES FISCAL CERTIFICATION

PRO305 Purchasing 101

An introduction and overview of the purchasing policies, regulations, and statutes that govern purchasing at the university are provided in this workshop. This workshop is for requisition initiators and department approvers who work with requisitions and purchase orders. Topics include elements of a good quote, dollar levels for verbal and written quotes, definitions of public solicitations, and tips for working with UF Purchasing.

January 23 March 26
February 27 April 16
8:30 a.m. to 12:00 p.m., Elmore Hall, Conference Room
Instructor: Mary Ann Whitley

PRO306 UF Travel Directives

This workshop is designed for departmental representatives who perform travel-related duties. This workshop is designed to provide an in-depth review of travel-related rules/guidelines and answer the question... “What is allowed to be claimed in accordance with the UF Travel Directives?”

January 17 March 20
February 21 April 17
8:30 a.m. to 12:00 p.m., Elmore Hall, Conference Room
Instructors: Brett Wallen and Dianna Brook

PERSONAL EXCELLENCE TRACK

GET050 Achieving Results

This session focuses on a key workplace skill—identifying and achieving desired results. You will learn to identify clearly what you want and define your priorities; explore methods for persisting in the face of challenges; create clear goals; and develop a strategy that leads to accomplishment of your goals.

Thursday, January 10, 9:00 a.m. to 12:00 p.m.
Wednesday, March 5, 9:00 a.m. to 12:00 p.m.
Instructor: Bob Parks

PRO301 UF 101

This workshop is designed to increase institutional awareness so that employees new to UF may be more effective in their jobs as they navigate the complexities of our large university and serve as resources for others. This workshop reviews UF’s overall organizational structure, its managerial structure, and other relevant university relationships.

Thursday, January 10, 1:30 p.m. to 4:30 p.m.
Wednesday, February 13, 1:30 p.m. to 4:30 p.m.
Wednesday, March 19, 1:30 p.m. to 4:30 p.m.
Wednesday, April 23, 9:00 a.m. to 12:00 p.m.
Instructors: Jodi Gentry or Heather Adams

PRO307 Problem Solving

Participants will focus on developing their ability to tackle workplace problems by using a logical, systematic approach that builds on their own strengths. Focus will be on ways participants can cultivate their abilities to evaluate options and implement solutions considering a range of information using the Myers-Briggs Type Indicator.

Tuesday, January 15, 1:30 p.m. to 4:30 p.m. *Register by Jan. 3*
Monday, February 18, 1:30 p.m. to 4:30 p.m. *Register by Feb. 4*
Thursday, April 24, 9:00 a.m. to 12:00 p.m. *Register by April 10*
Instructor: Ralph Taylor

SCS010 HR 101

See page 10

SCS060 Relationship Strategies

See page 11

All PRO3 Series courses are held at the HRS Building, Room 120, unless otherwise noted.

MANAGING AT UF: THE SUPERVISORY CHALLENGE

CORE COURSES

SCS010 HR 101: A Practical Guide to Fair and Legal Supervision

Explore the legal side of supervisory decision-making by examining how federal laws affect employment decisions, what you can and can't ask applicants and employees, and UF policies and procedures.

Wednesday, January 23, 9:00 a.m. to 12:00 p.m.

Wednesday, February 27, 9:00 a.m. to 12:00 p.m.

Tuesday, March 25, 9:00 a.m. to 12:00 p.m.

Instructor: Kim Czaplewski

SCS020 Coaching for Success

This workshop combines lecture, group discussion, case study reviews, and other activities to introduce ideas and techniques that can help you become a more effective coaching manager. This is a great core course for supervisors who want to learn the basics of leadership skills in order to encourage and guide their employees toward accomplishing goals in the work environment.

Thursday, January 17, 9:00 a.m. to 12:00 p.m.

Thursday, March 20, 9:00 a.m. to 12:00 p.m.

Instructor: Bryan Garey

SCS030 Power of Feedback

Learn how to deliver effective feedback about job performance and work-related behavior. You'll also review how to formalize your feedback using UF's appraisal process, including how to conduct the appraisal interview.

Wednesday, January 30, 9:00 a.m. to 12:00 p.m.

Tuesday, March 4, 1:30 p.m. to 4:30 p.m.

Instructor: Ruth Hernandez

SCS040 The Right Person for the Right Job: Interviewing and Hiring

Using group participation, interactive exercises, and a video presentation, "The Right Person for the Right Job" will show you how to take the guesswork out of hiring so that you can hire not just "an" employee, but "the right" employee. Get tips on screening and interviewing plus ways to make a good job/person match.

Thursday, January 31, 9:00 a.m. to 12:00 p.m.

Tuesday, March 4, 9:00 a.m. to 12:00 p.m.

Instructor: Donna Burdge

Take all four core courses and choose two electives to complete this certification.

Courses are open to managers and non-managers.

There is no time limit for completion, and workshops may be taken in any order.

*All Supervisory Challenge courses
are held at the HRS Building, Room 120*

MANAGING AT UF: THE SUPERVISORY CHALLENGE

ELECTIVES

SCS060 Relationship Strategies

This workshop offers guidelines for understanding and adjusting to the differences in people through behavior observation.

Wednesday, January 16, 1:30 p.m. to 4:30 p.m.

Thursday, February 14, 1:30 p.m. to 4:30 p.m.

Wednesday, March 12, 1:30 p.m. to 4:30 p.m.

Instructor: Heather Adams

SCS100 What to Do First When Everything's Important: Planning, Priorities, and Delegation

Attend this session and learn the basic ways to use your time wisely, the difference between importance and urgency, and the benefits of delegation.

Wednesday, January 23, 1:30 p.m. to 4:30 p.m.

Instructor: Ruth Hernandez

SCS200 From Manager to Motivator

This workshop helps supervisors focus on what really matters when it comes to employee motivation. Participants will learn to communicate in a way that builds committed, self-confident employees; focus on what really motivates people; and reward employees in effective ways.

Tuesday, February 5, 9:00 a.m. to 12:00 p.m.

Instructor: Bob Parks

SCS300 Surviving Problem Employees

Difficult employees take up a lot of their supervisors' time and can create serious morale problems within departments. Supervisors who need to analyze and manage problem employees will learn how to get the workplace back on track to productivity.

Tuesday, February 19, 9:00 a.m. to 12:00 p.m.

Instructor: Kim Czaplowski

SCS080 Making Meetings Work

How many meetings have you attended or conducted where they just seemed like wasted time? Well, no more! Attend this workshop to learn techniques for planning and facilitating effective meetings.

Wednesday, April 16, 1:30 p.m. to 4:30 p.m.

Instructor: Heather Adams

GET021 Ages and Stages: Generations in the Workplace

This special seminar will help you develop strategies for working through generational differences.

Wednesday, April 23, 1:30 p.m. to 4:30 p.m.

Instructor: Ruth Hernandez

PROJECT & PERFORMANCE MANAGEMENT

PROJECT MANAGEMENT SERIES

PMA010 Project Management

Project Management, whether aimed at improving service or solving major organizational problems, requires a different set of management skills than those needed to oversee routine operations.

You can make project management a positive work experience through understanding project functions from start to finish. Become a better project manager or team member by participating in this “Project Management” workshop!

Wednesday, February 6, 9:00 a.m. to 12:00 p.m.
HRS Building, Room 120
Instructor: Ruth Hernandez

PMA020 Project Management: Problem Solving and Decision Making

As part of our Project Management series, this session will help you focus on problem solving and decision making, two critical components to managing your projects. In this session, you will learn how to identify project issues and evaluate their potential impact on and risk to project completion, as well as resolution strategies to keep your project on target.

Wednesday, April 9, 1:30 p.m. to 4:30 p.m.
HRS Building, Room 120
Instructor: Ruth Hernandez

SCS060 Relationship Strategies

See page 11

SCS080 Making Meetings Work

See page 11

SCS100 What to do First When Everything Is Important: Planning, Priorities, and Delegation

See page 11

PERFORMANCE MANAGEMENT SERIES

NEW! SCS012 Writing Performance Appraisals

Get ready to write your performance appraisals! Designed for supervisors and managers, this practical workshop will focus on the Top 10 things you need to do to improve written performance reviews.

Tuesday, February 26, 9:00 a.m. to 12:00 p.m.
HRS Building, Room 120
Instructor: Ruth Hernandez

GET150 Performance Management Overview

Designed for new supervisors and managers, this session will review the critical dates and processes associated with performance management at UF. A detailed overview of the form will be included as well as time for questions and answers with representatives from UF Employee Relations.

Thursday, March 6, 1:30 p.m. to 3:30 p.m.
HRS Building, Room 120
Instructors: Bryan Garey and Brook Mercier

GET010 New Employee Orientation

All newly hired TEAMS employees—both exempt and non-exempt—are required to attend New Employee Orientation. These sessions review the rights and responsibilities that come with being a University of Florida employee and provide an overview of available benefits and retirement options.

Classes held Fridays from 8:30 a.m. to 12:30 p.m., HRS Building, Room 120

January 11	March 14	May 9
January 25	March 28	May 23
February 15	April 11	
February 29	April 25	

Conducted by Training and Organizational Development

Note: Health Science Center employees have an orientation, which covers benefits enrollment, on-site (course code HSC010). Held every other Tuesday beginning January 15 at the HPNP Building, Room G-307, from 8:30 a.m. to 12:30 p.m. Conducted by Charlene Edwards.

GET119 Seminar on Sexual Harassment

This interactive seminar will focus on why sexual harassment prevention is important. Learn what constitutes sexual harassment, options for reporting incidents, and more. All UF faculty and staff are expected to attend at least once during their employment at UF.

Held in Emerson Alumni Hall, President's Ballroom

For more information for new hires at UF,
including an online benefits tutorial, visit
www.hr.ufl.edu/training/neo.htm

Class times

Tuesday, February 12	9:00 a.m. to 12:00 p.m.
Wednesday, March 26	9:00 a.m. to 12:00 p.m.
Wednesday, April 30	9:00 a.m. to 12:00 p.m.

Conducted by Training and Organizational Development, Dr. Jaquie Resnick, and Larry Ellis

GET011 Benefits Enrollment for Faculty and Staff

All benefits-eligible employees must sign up for benefits during the first 60 calendar days of employment. Health insurance will take effect no sooner than the first day of the month following payment and submission of appropriate paperwork. You must register for Group Benefits Enrollment to sign up for benefits.

Classes held Fridays from 1:30 p.m. to 3:30 p.m., HRS Building, Room 119

January 11	March 14	May 9
January 25	March 28	May 23
February 15	April 11	
February 29	April 25	

Conducted by University Benefits and Retirement

NEW! GET026 Guided Campus Walking Tour

Join us for a 90-minute walking tour of campus for new staff and faculty that provides useful information about UF history and culture as well as a guide to getting around campus. The tour begins at the Welcome Center in the Reitz Union and ends at the Stadium. Available dates and times will be posted on the New Employee web page, www.hr.ufl.edu/training/neo.htm.

Conducted by the UF Cicerones

BUSINESS COMMUNICATIONS

SCS090 Powerful Public Speaking

Attend this program and learn how to reduce stage fright, deliver with professionalism, and apply the basics of public speaking by focusing on situation, purpose, audience, and methods.

Thursday, February 28, 8:30 a.m. to 12:00 p.m.

Instructors: Amanda Moore and Marianne Preisler

BCC010 Communication Confidence

Learn a number of skills and tools to improve the way you communicate with others.

Wednesday, February 20, 1:30 p.m. to 4:30 p.m.

Instructor: Heather Adams

BCC020 Now Hear This: Listening, Comprehending, Communicating

We'll define "listening" and how it impacts your work, recognize the barriers between listener and speaker, practice good listening techniques, and identify ways to make them work for you.

Thursday, February 7, 1:30 p.m. to 4:30 p.m.

Instructor: Heather Adams

BCC030 Communicate Assertively

Learn to distinguish between assertive, aggressive, and non-assertive communication styles.

Wednesday, February 27, 1:30 p.m. to 4:30 p.m.

Instructor: Ruth Hernandez

Take three of these sessions and earn a "Business Communication Series" certificate! Sessions held in the HRS Building, Room 120

BCC040 Power Writing

Explore grammar, tone, saying "no" gently, eliminating "clutter," and more.

Thursday, February 21, 9:00 a.m. to 12:00 p.m.

Instructor: Ruth Hernandez

BCC050 Punctuation Power

Review punctuation concepts that you may put to use in everyday writing situations.

Tuesday, April 29, 9:00 a.m. to 12:00 p.m.

Instructor: Ruth Hernandez

BCC060 E-mail Effectiveness

Most of us spend a good part of our day using this powerful medium. Yet, navigating through threads, jargon, and acronyms sometimes leads to headaches! Attend this session to learn how to make the most of your e-mail.

Tuesday, April 1, 9:00 a.m. to 12:00 p.m.

Instructor: Amanda Moore

BCC070 Grammar Game

Learn how to avoid common grammar mistakes that can hurt your professional image and credibility.

Tuesday, April 15, 1:30 p.m. to 4:30 p.m.

Instructor: Ruth Hernandez

BCC011 Body Language Communications

Learn about the impact that non-verbal communication has on conversations, and learn tools to recognize and interpret some common gestures and signals in everyday interactions.

Thursday, April 3, 9:00 a.m. to 12:00 p.m.

Instructor: Heather Adams

COMPUTER APPLICATION COURSES

MICROSOFT OFFICE 2003 AND BASIC COURSES

Limit of 2 CCH courses per semester. All sessions are held in the HRS Building, Room 119. *Instructor: New Horizons*

CCH060 MS Excel – Basic

Thursday, January 10, 8:30 a.m. to 4:30 p.m.

Friday, February 22, 8:30 a.m. to 4:30 p.m.

Friday, March 21, 8:30 a.m. to 4:30 p.m.

CCH061 MS Excel – Intermediate

Thursday, January 24, 8:30 a.m. to 4:30 p.m.

Friday, April 18, 8:30 a.m. to 4:30 p.m.

CCH062 MS Excel – Advanced

Thursday, May 8, 8:30 a.m. to 4:30 p.m.

CCH090 MS Word – Basic

Thursday, February 7, 8:30 a.m. to 4:30 p.m.

CCH091 MS Word – Intermediate

Thursday, March 6, 8:30 a.m. to 4:30 p.m.

CCH050 MS Access – Basic

Thursday, April 3, and Friday, April 4 (2 full-day sessions)

8:30 a.m. to 4:30 p.m.

CCH030 Introduction to Computers

Mondays, February 11 and 18 (2 half-day sessions),

9:00 a.m. to 12:00 p.m.

Mondays, April 14 and 21 (2 half-day sessions),

9:00 a.m. to 12:00 p.m.

Instructor: Marianne Preisler

CCH100 Typing/Keyboarding – Basic

Mondays, March 3, 10, 17, 24, and 31 (5 half-day sessions),
9:00 a.m. to 12:00 p.m.

Instructor: Heather Adams

GET199 Cyber Self-Defense

This session is designed to raise awareness of faculty and staff on topics including safe web browsing, principle of least privilege, encrypting and backing up files, e-mail safety, and wireless security.

Thursday, April 10, 1:30 p.m. to 3:30 p.m.

HRS Building, Room 120

Instructor: John Sawyer

NEW! GET198 Handling Private Data

The University of Florida is obligated to protect private data. Failure to protect private data impacts UF liability, reputation, and costs. This introductory course will explain the do's and don'ts of using private data on computers. Attendees will learn when to use encryption. Proper methods for disposal of private data will be taught. You will learn what to do in the event of a private data exposure. Important contacts regarding private data will be presented and technical resources for data protection will be discussed.

Thursday, March 6, 9:00 a.m. to 10:30 a.m.

HRS Building, Room 120

Instructor: Kathy Bergsma

For all-day sessions, please plan for a one-hour
break for lunch on your own.



PERSONAL DEVELOPMENT COURSES

GET111 Psychoneuroimmunology I

Psychoneuroimmunology is a new interdisciplinary field that has provided a foundation for understanding the pathways between the brain and immune system as well as the importance of the mind in influencing physical and mental health.

Monday, February 25, 2:00 p.m. to 4:00 p.m.

Instructor: Beree Darby

GET210 Psychoneuroimmunology II

This program is a follow-up session to the popular Psychoneuroimmunology I workshop.

Monday, March 17, 2:00 p.m. to 4:00 p.m.

Instructor: Beree Darby

Classes are taught by a mental health care provider from the Employee Assistance Program. Sessions held in Room 120, HRS Building

GET200 R.A.D.: SELF-DEFENSE COURSE FOR WOMEN

RAD is a program of realistic self-defense tactics and techniques for women. The RAD System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, before progressing to the basics of hands-on defense training.

Note: Please wear athletic clothing and shoes.

Wednesday, Thursday, Friday (class meets three times)

February 6, 7, 8, 1:00 p.m. to 5:00 p.m.

April 9, 10, 11, 1:00 p.m. to 5:00 p.m.

University Police Department, Jennings Annex, Building 596

BCC180 Anger Management

Anger is a learned response. When expressed appropriately, it is part of a healthy emotional system. This workshop will explore how anger gets out of control and what you can do to change that.

Tuesday, January 22, 9:00 a.m. to 12:00 p.m.

Instructor: Helda Montero

GET101 Stress Management

The pressures of work, relationships and other responsibilities can affect how we think, feel, and behave. This workshop will identify the patterns that increase stress and identify ways to relieve stress.

Tuesday, April 22, 1:30 p.m. to 4:30 p.m.

Instructor: Helda Montero

GET040 7 Habits of Highly Effective People

Based on the best-selling book by Dr. Steven R. Covey, this workshop focuses on principle-centered concepts that lead to more effective performance at work. Fee: \$89

Thursday, April 17, 8:00 a.m. to 5:00 p.m.

HRS Building, Room 120 (lunch on your own)

Instructor: Bryan Garey

NEW! GET029 Green Your Office!

A “green” office is one that is both healthy and efficient in its use of resources. The result is less wasteful work practices, efficiency, and a more pleasant place to work. In this session you will learn about what sustainability means, how it influences your work-life, and practical things you and your department can do to help save money and our resources.

Wednesday, April 16, 9:00 a.m. to 12:00 p.m.

HRS Building, Room 120

Instructor: Anna Prizzia

RETIREMENT AND FINANCIAL PLANNING

NEW! GET602 Roth 403b Plan

Discover the unique characteristics and benefits of the Roth 403b plan as compared to the traditional 403b plan.

Tuesday, January 29, 9:30 a.m. to 11:30 a.m.
HRS Bldg., Room 120

NEW! GET577 Investment Planning for Everyone

A workshop that presents sound investment principles covering different types of asset classes, allocation of funds according to risk tolerance, and the effects of inflation on savings.

Thursday, February 28, 1:00 p.m. to 3:00 p.m.
HRS Bldg., Room 120

NEW! GET031 Options for College Savings

Learn the cost of college and ways to save for it including the 529 plan, the difference between the various college savings options, and how federal tax laws affect college savings.

Tuesday, April 8, 9:30 a.m. to 11:30 a.m., Reitz Union, Rm. 282

GET012 Employee Education Program

The Employee Education Program (EEP) Information session provides an opportunity for employees to become familiar with the requirements, eligibility, and application procedures associated with participation in the Employee Education Program. It will also provide an open forum for employees to discuss their questions and concerns related to pursuing their education and their participation in this benefit.

Tuesday, February 26, 1:30 p.m. to 3:00 p.m.
HRS Building, Room 120

Instructor: Amanda Moore, Education Coordinator

GET120 Overview: Pension Plan & DROP

Thursday, March 27, 9:30 a.m. to 11:30 a.m.
HRS Bldg., Room 120

NEW! GET571 Building Your Financial Future

In this seminar, budgeting, reducing debt, protecting income, defining savings goals, identifying an investment strategy, and building your portfolio will be covered.

Tuesday, April 8, 1:30 p.m. to 3:30 p.m., HRS Bldg., Room 120

GET570 A Basic Guide to Budgeting and Saving

Tuesday, May 27, 1:30 p.m. to 3:30 p.m., HRS Bldg., Room 120

GET598 Overview of Social Security and Medicare Programs

Wednesday, April 30, 1:30 p.m. to 3:30 p.m.
HRS Bldg., Room 120

NEW! GET028 Employee Education Program Overview for Administrators

A new session to provide Employee Education Program (EEP) details that are critical for administrators, college program coordinators, and others who work directly with full-time employees who are pursuing higher education through the EEP.

Tuesday, April 1, 1:30 p.m. to 3:00 p.m.
HRS Building, Room 120

Instructor: Amanda Moore, Education Coordinator

myUFL COURSES

PST121 myUFL Basics

This hands-on session will provide participants with the basic skills necessary to navigate and personalize myUFL. Topics will include signing in, menu navigation, myUFL security roles, group boxes, adding and deleting rows, searching, and much more.

Class times

Tuesday, February 19	8:30 a.m. to 12:00 p.m.	HRS Building, Room 119	Marianne Preisler
Tuesday, April 22	1:30 p.m. to 5:00 p.m.	HRS Building, Room 119	Marianne Preisler

HR-RELATED COURSES

PST210 Hiring and Additional Pay

This course gives participants an overview of electronic Personnel Action Forms (ePAF); walks participants through the process of completing hires for faculty, staff, fellowships, and OPS/students; and reviews how and when to provide additional pay (which includes non-wage payables and payments for non-resident aliens). This course is required to obtain the UF_EPAF_Department Admin role, which gives security to use ePAF.

Class times

Wednesday, January 16	1:30 p.m. to 4:30 p.m.	HRS Building, Room 119	Kate Burch
Tuesday, February 12	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Kate Burch
Wednesday, March 12	1:30 p.m. to 4:30 p.m.	Bridges Computer Lab	Kate Burch
Tuesday, April 8	1:30 p.m. to 4:30 p.m.	HRS Building, Room 119	Kate Burch

PST220 Job/Position Actions

Review how to complete position and job actions in myUFL using the position management tools under Organizational Development and electronic Personnel Action Forms (ePAF). An important follow-up workshop to PST210.

Class times

Tuesday, January 29	1:30 p.m. to 4:30 p.m.	HRS Building, Room 119	Adia Rhodes
Wednesday, February 27	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Adia Rhodes
Thursday, March 27	1:30 p.m. to 4:30 p.m.	Health Science Center, C3-013	Adia Rhodes
Wednesday, April 23	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Adia Rhodes

PST081 Payroll Distributions

Designed for departmental staff responsible for their departments' employee labor charges and cost allocations, this workshop covers how to navigate to UF Payroll Distributions—with opportunity to add and update a distribution.

Class times

Thursday, January 17	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Murphy Miller
Thursday, February 14	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Murphy Miller
Wednesday, March 12	1:30 p.m. to 4:30 p.m.	HRS Building, Room 119	Murphy Miller
Tuesday, April 8	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Murphy Miller

PST092 Posting GatorJobs

This hands-on session teaches participants to use GatorJobs to post position vacancies to the UF web site, review applicant pools, identify hires, and close candidate searches. The procedure for reclassifying and updating positions, the role of the recruiters from the Recruitment & Staffing office in candidate searches, the process for reposting positions, and best practices are also reviewed.

Class times

Thursday, January 17	1:30 p.m. to 4:30 p.m.	HRS Building, Room 119	Amber McCurry
Wednesday, February 13	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Amber McCurry
Thursday, March 13	1:30 p.m. to 4:30 p.m.	HRS Building, Room 119	Amber McCurry
Thursday, April 10	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Amber McCurry

FISCAL-RELATED COURSES

PST021 Making Deposits in myUFL

For employees who deposit revenue without tracking customer information and employees who deposit cash expense refunds.

Class times

Wednesday, January 9	1:30 p.m. to 5:00 p.m.	Bridges Computer Lab	David Segura
Wednesday, February 6	1:30 p.m. to 5:00 p.m.	HRS Building, Room 119	David Segura
Thursday, March 13	8:30 a.m. to 12:00 p.m.	Bridges Computer Lab	David Segura
Wednesday, April 2	1:30 p.m. to 5:00 p.m.	HRS Building, Room 119	David Segura

PST030 Travel and Expense

Designed for departmental staff who handle travel in their areas, this workshop introduces travel and expense processes.

Class times

Wednesday, January 23	8:30 a.m. to 12:00 p.m.	HRS Building, Room 119	Dianna Brook
Tuesday, February 12	1:30 p.m. to 5:00 p.m.	Bridges Computer Lab	Dianna Brook
Tuesday, March 18	8:30 a.m. to 12:00 p.m.	HRS Building, Room 119	Dianna Brook
Tuesday, April 15	1:30 p.m. to 5:00 p.m.	HRS Building, Room 119	Dianna Brook

myUFL COURSES

PST050 Budget and Commitment Control

Attend this workshop to learn about UF's approach to budgeting in myUFL. Commitment Control is an accounting methodology that identifies and reserves (or commits) funds for future payment obligations.

Class times

Wednesday, January 9	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Sheri Austin
Wednesday, February 6	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Sheri Austin
Wednesday, March 5	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Sheri Austin
Wednesday, April 9	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Sheri Austin

PST070 Intro to Purchasing

Designed for employees who initiate, enter, or approve requisitions. This workshop may also be useful for employees who will need to inquire about the status of requisitions and purchase orders.

Class times

Tuesday, January 15	8:30 a.m. to 12:00 p.m.	HRS Building, Room 119	Karen Frank
Wednesday, February 13	8:30 a.m. to 12:00 p.m.	Bridges Computer Lab	Karen Frank
Tuesday, March 11	1:30 p.m. to 5:00 p.m.	HRS Building, Room 119	Lisa Deal
Tuesday, April 8	1:30 p.m. to 5:00 p.m.	Bridges Computer Lab	Lisa Deal

PST071 Paying Vendors

Learn how to process a voucher, gain voucher approval, obtain payment, sign up for exceptions notifications, and identify budget errors. You will also learn how to complete an Encumbered Voucher, Unencumbered Voucher (Payment Authorization), and Expense to Expense Voucher (Inter-Departmental Expense Refund). This is a follow-up session to "Intro to Purchasing."

Class times

Wednesday, January 16	8:30 a.m. to 12:00 p.m.	HRS Building, Room 119	Tammy Frost
Wednesday, February 13	1:30 p.m. to 5:00 p.m.	Bridges Computer Lab	Barbara Bennett
Wednesday, March 12	8:30 a.m. to 12:00 p.m.	HRS Building, Room 119	Tammy Frost
Thursday, April 10	1:30 p.m. to 5:00 p.m.	Bridges Computer Lab	Barbara Bennett

Taught by subject matter experts and T&OD instructors, these workshops are facilitated by program leaders who understand how to use the system and are available to answer your questions.

PST120 Asset Management

This hands-on session is for individuals who create requisitions and receive assets for their department. Attendance at "Introduction to Purchasing" is strongly recommended prior to attending this course.

Class times

Wednesday, January 23	1:30 p.m. to 5:00 p.m.	HRS Building, Room 119	Sherry Adams
Thursday, February 7	8:30 a.m. to 12:00 p.m.	Health Science Center, C3-013	Sherry Adams
Tuesday, March 4	8:30 a.m. to 12:00 p.m.	HRS Building, Room 119	Sherry Adams
Wednesday, April 23	1:30 p.m. to 5:00 p.m.	HRS Building, Room 119	Sherry Adams

PST125 Inventory at UF

Inventory at UF covers the university-wide inventory process that involves procedures at the department level to inventory all capitalized assets acquired by that department. Topics covered include researching assets in the myUFL system, using the STARS facilities database, an overview of the Asset Management forms required to document changes in department inventory and the status of every asset, and reviewing the inventory information entered into myUFL through the procurement of an asset.

Class times

Wednesday, January 30	8:30 a.m. to 12:00 p.m.	HRS Building, Room 119	Amanda Jobes
Thursday, February 7	1:00 p.m. to 4:30 p.m.	Health Science Center, C3-013	Amanda Jobes
Wednesday, March 5	1:00 p.m. to 4:30 p.m.	HRS Building, Room 119	Amanda Jobes
Thursday, April 24	1:00 p.m. to 4:30 p.m.	HRS Building, Room 119	Amanda Jobes

PST130 Departmental Reconciliation

In this class we introduce reports, tools, directives, and recommendations for management of financial activities at the departmental level.

Class times

Tuesday, January 8	1:30 p.m. to 5:00 p.m.	Bridges Computer Lab	Ted Griswold
Tuesday, February 5	8:30 a.m. to 12:00 p.m.	HRS Building, Room 119	Ted Griswold
Thursday, March 13	1:30 p.m. to 5:00 p.m.	Bridges Computer Lab	Ted Griswold
Wednesday, April 16	1:30 p.m. to 5:00 p.m.	HRS Building, Room 119	Ted Griswold

REPORTING COURSES

PST010 Reporting: Basics

For the end user who needs to generate basic reports for financial- or HR-related transactions. This session explores basic concepts associated with Enterprise Reporting and reviews the reporting content. *Prerequisite to PST012 and PST117.*

Class times

Thursday, January 10	8:30 a.m. to 12:00 p.m.	Bridges Computer Lab	Karen Navitsky
Thursday, February 14	8:30 a.m. to 12:00 p.m.	Bridges Computer Lab	Karen Navitsky
Tuesday, March 11	8:30 a.m. to 12:00 p.m.	HRS Building, Room 119	Karen Navitsky
Tuesday, April 15	8:30 a.m. to 12:00 p.m.	HRS Building, Room 119	Karen Navitsky

PST012 Reporting Query Studio

Introduces the Enterprise Reporting Query Studio tool with a brief overview of the Data Warehouse and a closer look at the various data packages. Become familiar with the Query Studio interface and complete exercises on query-building skills.

Class times

Wednesday, February 20	9:00 a.m. to 11:30 a.m.	HRS Building, Room 119	Karen Navitsky
Tuesday, April 22	9:00 a.m. to 11:30 a.m.	HRS Building, Room 119	Karen Navitsky

PST117 Reporting: PowerPlay

In this hands-on session, we explore PowerPlay Cubes and review the available content. Designed for the end-user on campus who needs to generate reports for his or her financial transactions.

Class times

Friday, January 11	9:00 a.m. to 12:00 p.m.	Bridges Computer Lab	Karen Navitsky
Friday, February 15	9:00 a.m. to 12:00 p.m.	Bridges Computer Lab	Karen Navitsky
Wednesday, March 19	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Karen Navitsky
Wednesday, April 16	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Karen Navitsky



PAYROLL PROCESSING AND LEAVE COURSES

PST110 Time and Labor 1

Required for payroll processors and department administrators and recommended for all UF supervisors and managers, this interactive session reviews leave policy and practices. Other topics include time-worked rules, reporting time in myUFL, using Time and Labor tools, managing exceptions, and approving time.

Class times

Tuesday, January 29	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Kris Pagenkopf
Tuesday, February 26	1:30 p.m. to 4:30 p.m.	HRS Building, Room 119	Kris Pagenkopf
Tuesday, March 25	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Kris Pagenkopf
Thursday, April 10	1:30 p.m. to 4:30 p.m.	Health Science Center, C3-013	Kris Pagenkopf

PST111 Time and Labor 2

Required for payroll processors and department administrators, this hands-on session will focus on leave policy and practices. Opportunity to view and practice advanced features for supporting time and labor also is provided.

Class times

Thursday, January 31	9:00 a.m. to 12:00 p.m.	HRS Building, Room 119	Susan Bragg
Thursday, February 28	1:30 p.m. to 4:30 p.m.	HRS Building, Room 119	Susan Bragg
Wednesday, March 26	1:30 p.m. to 4:30 p.m.	HRS Building, Room 119	Susan Bragg
Thursday, April 24	9:00 a.m. to 12:00 p.m.	Health Science Center, C3-013	Susan Bragg



Online simulations and other help available via the myUFL toolkits

Looking for assistance with the myUFL system? Available for many of the myUFL subsystems, these toolkits include online simulations, updated instructional guides, security role and training information—along with links to other helpful web sites. Visit the toolkits online at www.hr.ufl.edu/training/myufl/toolkits.

New Offerings

- SCS012 Writing Performance Appraisals
- GET029 Green Your Office
- PRO3 Series Academic Department Support
Certification coming soon!

Registration opens December 3



UF UNIVERSITY of
FLORIDA

The Foundation for The Gator Nation

Office of Human Resource Services
Training and Organizational Development
P.O. Box 115006
Gainesville, FL 32611-5006
(352) 392-4626

Register online at www.hr.ufl.edu/training