Office of Human Resources

Staff Development Opportunities
Spring 2010

Campus-Wide Training Programs
Date: _______________________________________________________

Name: ______________________________________________________

Title: _________________________________________________________

Department: _________________________________________________

E-mail: _______________________________________________________

Work Phone: _________________________________________________

Workshop Information

Title: _________________________________________________________

Date: _________________________________________________________

Time: _________________________________________________________

Fax completed form to Staff Development at 895-5818 or send to Mail Stop 1026

*It is the responsibility of the attendee to obtain supervisory approval prior to participating in workshops during regular business hours.*
Look What We Have to Offer!

REGISTRATION INFORMATION ................................................................. 4
LIBRARY RESOURCES .................................................................................. 5

HUMAN RESOURCES SURVIVAL SERIES

Benefits Orientation for New Hires .............................................................. 6
HRSearch: A Tool for Faster Searches ......................................................... 6
Classified Leave Program ............................................................................ 7
Web Employment Contracts ......................................................................... 7
Online I - 9 Training ....................................................................................... 8
Professional Staff Evaluations ..................................................................... 8
Employment Separation and Clearance ...................................................... 9
Job Description Basics ................................................................................ 10
Classified Recruitment & NVAPPS ............................................................ 10
The Face of Recruitment is Changing - Are You Ready? ......................... 10

STATE TRAINING FOR SUPERVISORS OF CLASSIFIED STAFF

Employee Appraisal & Work Performance Standards ................................ 11
Drug & Alcohol Testing Process ................................................................... 11
Progressive Discipline & Grievance Process ............................................... 12
Effective Interviewing Skills ....................................................................... 12
Equal Employment Opportunity .................................................................. 13
Sexual Harassment Prevention .................................................................... 13
Online Option — Preventing Sexual Harassment ....................................... 14

UNLV is an equal opportunity educational institution committed to achieving excellence through diversity. Reasonable efforts will be made to assist and accommodate physically disabled persons attending scheduled workshops. Please call the Office of Staff Development & Employee Relations at 895-0402 at least 72 hours in advance so that arrangements may be made.
Look What We Have to Offer!

DIVERSITY AWARENESS

Safe Zone Program ............................................................. 15
Survival Spanish ................................................................. 15
Valuing Differences ............................................................ 16
Communicating Across Cultures........................................ 16
Multicultural Etiquette ....................................................... 17

PROFESSIONAL AND PERSONAL DEVELOPMENT

Advanced Connections™ .................................................. 18
Write to the Point ............................................................. 18
No Fear Less Gear: How to Travel the World ....................... 19
Ace Your Next Interview .................................................. 19
Professional Image Matters ............................................... 20
Resumes 101 ................................................................. 20
Stop Talking & Listen .................................................... 21
The Etiquette of Email ..................................................... 21
Students of Concern Training (SCOT) ............................. 22
The Art of Work/Life Balance ........................................... 22

FOCUS ON PERSONAL FINANCE & BENEFITS

Understanding Your Benefits Series ................................. 23
Maximize Your Health Benefits ........................................ 23
Can the FSA Plan Save You Money? ............................... 23
Retirement Benefits Series ............................................. 24
Maximize Your Retirement Benefits ................................. 24
Preparing for Retirement ................................................ 24
Look What We Have to Offer!

FINANCE AND BUSINESS

Self Supporting Budgets .......................................................... 25
Munis Training ........................................................................ 25
PCard Program ......................................................................... 26
Payroll Processing for Students & Hourly Employees .......... 27
The Payroll Puzzle ................................................................. 27
Travel Process & Procedures .................................................. 28
Accounts Payable ................................................................. 28
Financial Data Warehouse ...................................................... 29
Month End Reports ............................................................... 29
IDR’s 101 ................................................................................. 30
Independent Service Provider (ISP) Training ......................... 30
Voice Mail & Phone Usage Training ...................................... 31

RISK MANAGEMENT & SAFETY ............................................. 32

INFORMATION TECHNOLOGY ............................................... 37

CONTINUING EDUCATION .................................................... 43

ACCREDITED COURSEWORK ................................................ 44

STAFF DEVELOPMENT ............................................................. 45

REGISTRATION FORM .......................................................... Inside Front Cover
REGISTRATION INFORMATION

Workshops are filled on a “first come–first serve” basis. Unless otherwise noted, you may register online at http://hrfs.nevada.edu/teacup/ or simply complete the registration form and

Fax to HR 5-5818   OR   Mail to HR 1026

You will receive an e-mail confirmation. If you are unable to attend your scheduled class, kindly notify us by e-mail at least 48 hours prior to the workshop so that we may invite those on “wait” lists to attend.

Billing Information
• Workshops are free of charge unless otherwise noted.

Location
• All workshops will be held in the Staff Development Center in Room 212G of the Campus Services Building (CSB) unless otherwise noted.

Website
• Visit HR on the web at http://hr.unlv.edu for the most up-to-date training information and additional training resources.

Registration Forms
• For your convenience, a registration form is located on the inside front cover of this catalog. Simply fill it out and either fax or mail it as listed above.

• Additional registration forms are located on the HR website at http://hr.unlv.edu. Scroll down and click on the “Forms” link on the left hand side of the page.

For questions, concerns, or suggestions please contact the Staff Development & Employee Relations Office at 895-0402.
UNIVERSITY LIBRARIES

The University Libraries’ Instruction Department holds regular seminars each semester on topics of interest to faculty and graduate students. The seminars are generally scheduled over the lunch hour in the Collaborative Learning Center on the first floor of Lied Library. For those seminars that do not involve “hands on” use of technology, we encourage participants to bring a bag lunch or pick up a snack at the Book ’n’ Bean. Recent seminar topics have included:

- Copyright basics for the digital age
- Integrating library services and resources into online and hybrid WebCT courses
- Managing references with RefWorks
- New library resources in the disciplines
- Developing research assignments that develop students’ abilities to think critically about information

For descriptions of all seminars and registration information, go to:

http://www.library.unlv.edu/inst/seminars.html
BENEFITS ORIENTATION FOR NEWLY HIRED EMPLOYEES

Benefits Orientation is conducted each Friday morning from 8:00 am to 11:00 am. You’ll receive a comprehensive overview of the information necessary to make an informed decision about selecting your health insurance plan, up-to-date information about retirement plan participation, supplemental retirement options and supplemental benefits programs. This session includes segments on Worker’s Compensation and Health and Safety. Register within your first 2 weeks of hire by calling 895-3504. Start times for orientation depend on job classification. Employees will be advised to arrive at 8:00, 8:30 or 9:00 am.

HRSEARCH: A TOOL FOR FASTER SEARCHES

The HR recruiting staff will provide you with a customized demonstration of the web based HRSearch application upon request. Presentations are tailored to the needs and concerns of individual search committees. These demonstrations focus on accepting application materials from candidates and demonstrate techniques for reviewing and comparing candidates. Call 895-2894 to schedule your personalized demonstration.
**CLASSIFIED LEAVE PROGRAM**

This two-hour workshop is designed to provide detailed information to department leave keepers regarding how to account for leave, different types of leave, and disability benefits available to employees. All Classified employees interested in gaining a better understanding of the leave process are welcome to attend. Information on the Family Medical Leave Act (FMLA), Catastrophic Leave Program, and Workers’ Compensation leave will also be covered.

Dates & Times:  
February 2  9:00 – 11:30 am  
April 6  2:00 – 4:30 pm

Audience:  
Open

Facilitator:  
Lily Magana

Location:  
Campus Services Building (CSB) 212G

**WEB EMPLOYMENT CONTRACT/PAF PREPARATION**

This training workshop will guide you through the process of preparing contracts for all employee types. You will learn how to process a new hire, make account number changes, process salary increases and how to end a job. These sessions include hands-on exercises, so it will be helpful if you bring examples of work to the training. Update sessions will also be available for reviews and one on one help.

Before you register for this training, you will need to submit an HRMS/Web Contract Security Form to UNLV OIT Systems and Applications: https://sysapps.unlv.edu/SecurityWebForms/SysAppsPageFrame.htm. Once you have received confirmation of your secure access, you will be ready to register for training. Monthly announcements of training and update sessions will be through UNLV Today. Seating is limited. To reserve your seat contact Connie Nolan at connie.nolan@unlv.edu. or 895-4095.
**I-9 ON-LINE TRAINING**

The Office of Human Resources is now offering Form I-9 training on-line 24/7. This program will outline the correct procedures for completing the Form I-9 as required by the Department of Homeland Security in order to verify employment eligibility. To access this program simply copy and paste the link provided below into your web browser.

http://hr.unlv.edu/articulate/I-9%20Presentation/I-9%20Training%20Articulated/player.html

Any questions may be directed to Connie Nolan at 895-4095 or connie.nolan@unlv.edu.

**PROFESSIONAL STAFF EVALUATIONS**

The evaluation period is a time to reflect, acknowledge an employee’s accomplishments, review areas for improvement, and set goals for the future. Join us for a thorough discussion of the components of the evaluation including essential functions, goals and objectives, and the professional development plan. We’ll discuss process timelines, planning strategies, and the actual evaluation meeting. In addition, you’ll pick up tips on how to effectively provide constructive feedback to enhance the evaluation process.

**Date & Time:** January 21 9:00 – 10:30 am

**Audience:** Open

**Facilitator:** Stacey Carrillo

**Location:** Campus Services Building (CSB) 212G
EMPLOYEE SEPARATION & CLEARANCE

At some point, you’ll have to guide an employee through the exit process. If you need procedural information on how to “process out” of employment with UNLV, this workshop is designed to answer all of your questions, assure timely final payment and assist you with providing a seamless transition for departing employees.

Date & Time: May 5 2:00 – 3:00 pm
Audience: Open
Facilitator: UNLV Benefits Staff
Location: Campus Services Building (CSB) 212G
JOB DESCRIPTION BASICS
Why does every position need a job description? You’ll learn the legal and regulatory reasons PDQ’s and NPD-19’s are necessary, how job descriptions are reviewed to determine whether a position is exempt or non-exempt, and how job descriptions are reviewed to determine range or grade. We’ll also discuss the job description forms and how to write a better job description.

Date & Time: Available Upon Request

CLASSIFIED RECRUITMENT & NVAPPS
Confused by NVAPPS? This informative training session was created to answer many of the common questions that arise when applying for classified positions through the State of Nevada’s online application system. This session will give applicants a thorough understanding of NVAPPS, provide helpful tips to make the application process easier, and explain the “types” of classified recruitments.

Date & Time: Available Upon Request

THE FACE OF RECRUITMENT IS CHANGING - ARE YOU READY?
Tired of declined offers and/or failed searches? Learn about contemporary recruitment strategies, creating the best candidate experience, the importance of search committee preparation, providing the “little extras” that make a big difference, and the relationship between an effective onboarding process and employee retention.

Date & Time: Available Upon Request
The Staff Development & Employee Relations office is pleased to offer all supervisors of classified employees the opportunity to meet the training requirements outlined in section 284.498 of the Nevada Administrative Code (NAC).

Supervisors of classified staff are required to attend the workshops detailed in this section to familiarize themselves with the unique terms and conditions associated with state employment. Please contact our office at 895-0402 should you have any questions.

**EMPLOYEE APPRAISAL & WORK PERFORMANCE STANDARDS**

This workshop will provide supervisors of classified staff with the necessary knowledge and tools to successfully prepare and complete employee appraisals and work performance standards.

Dates & Times: March 25

2:00 – 3:30 pm

Audience: Supervisors of Classified Staff

Facilitator: Stacey Carrillo

Location: Campus Services Building (CSB) 212G

**DRUG AND ALCOHOL TESTING**

What do you do if you suspect a classified employee is under the influence of drugs or alcohol on the job? This workshop will provide supervisors with the necessary knowledge and tools to identify and address the use of alcohol and drugs in the workplace.

Dates & Times: February 17

9:00 – 10:00 am

Audience: Supervisors of Classified Staff

Facilitators: Stacey Carrillo

Location: Campus Services Building (CSB) 212G

*Please contact the Staff Development Office to learn more about our new online training opportunity.
PROGRESSIVE DISCIPLINE & GRIEVANCES
At some point, every supervisor is faced with the uncomfortable task of disciplining an employee. So—what are you supposed to do in an effort to bring about a beneficial change? This workshop will help you understand the progressive disciplinary process for classified employees described in the NAC and the NSHE Prohibitions & Penalties. You’ll also get a thorough review of the step-by-step process required to respond to employee grievances.

Dates & Times: February 23 9:00 – 10:30 am
Audience: Supervisors of Classified Staff
Facilitator: Hilary Bockstanz
Location: Campus Services Building (CSB) 212G

EFFECTIVE INTERVIEWING SKILLS
What are the costs of hiring the wrong employee? Making a poor hiring decision can negatively impact department morale, cause a loss of productivity, and cost valuable time to train someone new. This workshop is intended for all who want to improve their interviewing skills and make better hiring decisions.

Dates & Times: March 10 2:00 – 3:30 pm
Audience: Supervisors of Classified Staff
Facilitator: Stacey Carrillo
Location: Campus Services Building (CSB) 212G
EQUAL EMPLOYMENT OPPORTUNITY

In this enlightening overview, you will learn about the laws and terminology associated with Equal Employment Opportunity. This workshop is intended to enhance awareness surrounding our responsibility to promote fair and consistent treatment which in turn will help eliminate unintentional discrimination in day-to-day interactions in the workplace.

Dates & Times: March 23          9:00 – 10:30 am

Audience: Supervisors and Managers

Facilitator: Hilary Bockstanz

Location: Campus Services Building (CSB) 212G

PREVENTING & RECOGNIZING
SEXUAL HARASSMENT

This workshop is designed to familiarize you with sexual harassment issues in the workplace. Learn to identify and appropriately respond to high risk conduct and behavior. This workshop will provide you with the basics to understand who can be a victim of sexual harassment, identify behaviors that constitute sexual harassment in the workplace, and determine how to appropriately respond during a sexual harassment situation.

Dates & Times: April 20           9:00 – 10:30 am

Audience: Open

Facilitator: Hilary Bockstanz

Location: Campus Services Building (CSB) 212G

NOTE: Pursuant NAC 284.496 all employees in state service are required to attend sexual harassment prevention training. It is highly recommended that all staff, including faculty and professional staff, attend this training as well.
ON-LINE OPTION - “PREVENTING SEXUAL HARASSMENT”

Sexual Harassment Prevention Training is now available to all UNLV employees on-line. The program, developed by NewMedia Learning and customized for UNLV, is considered a premier e-learning tool.

Access the program and register using your UNLV ID # at http://training.newmedialearning.com/psh/ulasvegas/index.htm. Select the appropriate workshop strand (student, staff, faculty, or supervisory) and set aside at least an hour to complete the program. Take the 15 question mastery test at the end of the session.

NewMedia Learning will provide confirmation of successful completion of the program to the Office of Staff Development at the end of each month.

Please contact the Office of Staff Development at ext. 5-0402 with any questions.
SAFE ZONE PROGRAM

Safe Zone training is an education program that will help educate both the campus and greater community in an effort to create a more sage and civil community for all individuals, particularly our gay, lesbian, bisexual and transgender (GLBT) members. The core of the program has been designed with the following goals in mind:

(1) Increase visibility and knowledge for GLBT people and concerns in the community.
(2) Increased support for GLBT people.
(3) Increased understanding of civility and respectful interactions.
(4) Increased safe spaces for GLBT people.

After the training sessions, each participant will receive resource material and a Safe Zone sticker used to indicate they have been through the training and are an “ally.” The message the safe Zone program will send out is one of understanding, non-judgment, and knowledge of GLBT persons’ needs and concerns. It is symbolic of the willingness and commitment on the part of the university community to provide and atmosphere of unqualified acceptance and assistance.

Dates & Times: March 4 9:00 – 11:00 am
Audience: Open
Facilitator: Randy McCrillis
Location: Campus Services Building (CSB) 212G

SURVIVAL SPANISH

Come learn beginning conversational Spanish so you can foster a more inclusive work environment. This is a popular and interactive workshop intended for beginners. Attendance at all three sessions is required. There is limited seating so register early.

Dates & Times: Offered During Fall Semester
VALUING DIFFERENCES
This program is designed for individuals who would like to better understand the meaning of diversity and its value in the workplace. Discussions will address biases and stereotypes that lead to barriers in building positive working relationships and productive work environments. The program will emphasize the importance of respecting individual differences, finding common ground, and open communication.

Dates & Times: April 29
9:00 – 11:00 am

Audience: Open

Facilitator: Stacey Carrillo

Location: Campus Services Building (CSB) 212G

COMMUNICATING ACROSS CULTURES
Cultures are complex. We share many common traits as humans, but our cultures make us very different. Although differences make us unique, they can sometimes contribute to miscommunication—in the workplace, in the classroom, or even in day-to-day activities. This Workshop addresses cultural differences and how these differences affect our communication. Learn more about cultural diversity, customs, gestures, and how to communicate effectively across cultures.

Dates & Times: April 14
2:00 – 4:00 pm

Audience: Open

Facilitator: Ryan Larsen

Location: Campus Services Building (CSB) 212G
MULTICULTURAL ETIQUETTE
This interactive workshop will introduce participants to a wide range of cross-cultural situations and appropriate do’s and don’ts in regards to social etiquette. Specifically, appropriate etiquette involving body language, word choices, and gift giving are a few of the topics that will be discussed. A tips sheet as well as “rules” and traditions will be shared with the participants.

Dates & Times: Offered During Fall Semester
ADVANCED CONNECTIONS™

We are delighted to offer Advanced Connections, a two-part training series, designed to enhance quality service. Created by Noel-Levitz®, a leader in training on how to provide the highest quality customer service to internal and external customers, these interactive workshops feature videos of real-life, on-the-job scenarios that frequently occur on university campuses. Group discussion, brainstorming, and exercises are an integral part of each workshop. The goal of Advanced Connections is to build an increased service culture throughout the campus, by not only focusing on the individual but also the relationships these individuals are creating through their advanced customer service skills. Attendance at each session is required. Seating is limited so register early!

Dates & Times: To Be Determined

WRITE TO THE POINT

This workshop focuses on effective written communication in business correspondence by considering the needs of your audience. It also includes a brief discussion of how to avoid common errors in grammar and sentence structure. You will also learn tips for effective proofreading and editing.

Date & Time: March 24 2:00 – 3:30 pm

Audience: Open

Facilitator: Naomi Thomsen

Location: Campus Services Building (CSB) 212 G
NO FEAR, LESS GEAR: HOW TO TRAVEL THE WORLD

Thinking of traveling internationally? Whether for business or pleasure, alone or with friends and family, the Office of International Programs have some international travel tips for you. There are many ways to make traveling cheaper and easier. This session will teach you to be a savvy traveler by providing information on how to find good travel deals, how to pack and take one bag, health and safety abroad, use of guidebooks and the best ones to buy, where to stay, how to dress and blend in, what to know in the foreign language, online resources, and other valuable travel tips.

Date & Time: May 6 9:00 – 10:30 am
Audience: Open
Facilitator: Ryan Larsen
Location: Campus Services Building (CSB) 212G

ACE YOUR NEXT INTERVIEW

Thinking about applying for a new position on campus? In this hands-on workshop you will receive tips and strategies for acing your next interview. You will learn how to respond to difficult questions, how to market yourself successfully and how to appropriately follow up after the interview has concluded.

Date & Time: April 20 2:00 – 3:30 pm
Audience: Open
Facilitator: Amanda Cox
Location: Campus Services Building (CSB) 212G
PROFESSIONAL IMAGE MATTERS

Impressions really do matter - Do you know what kind of image you project? Is your image an asset or a barrier to professional success? Join us to learn how to positively impact your professional image and increase your chance of success in the workplace. Topics will include appropriate attire for an interview, acceptable workplace attire in various settings and a rousing discussion of the “business casual” concept. Get tips and strategies to help you put your best foot forward!

Date & Time: March 18 2:00 – 3:30 pm

Audience: Open

Facilitator: Stacey Carrillo

Location: Campus Services Building (CSB) 212G

RESUMES 101

Looking for a new challenge or an opportunity to advance your career? Does your current resume need to be updated or revised? What does it really say about you? Through this workshop you will learn about the importance of the resume in the job search process, the different types and formats available, and how to appropriately market your skills and experiences to get the interview you want. Don’t miss out on this informative session!

Date & Time: April 13 9:00 – 10:30 am

Audience: Open

Facilitator: Jen Martens

Location: Campus Services Building (CSB) 212G
STOP TALKING & LISTEN!
Successful employees do very little talking; they spend most of their time asking questions and listening so that they can gather enough information to make decisions and solve problems. Are you a talker or a listener? This workshop is an opportunity to develop your silent skills. Learn how and why it’s so important to listen effectively with purpose.

Dates & Times: To Be Determined

THE ETIQUETTE OF EMAIL
Email is a significant method of communicating both in and out of the workplace. Have you ever considered how your messages were being received? It’s easy for emails to get misinterpreted since the receiver does not have the benefit of the sender’s tone or facial expressions. Is there a right and wrong, or a more effective way to send or respond to an email? This workshop addresses these questions and more.

Dates & Times: Offered During Fall Semester
STUDENTS OF CONCERN TRAINING (SCOT)
FOR CAMPUS COMMUNITY
UNLV is committed to the health and safety of all members of our community. Faculty and staff are often in contact with students whose behavior may cause concern. This presentation describes how to identify and assist students of concern at UNLV. Participants can expect to learn strategies for dealing with distressed, disruptive, or potentially dangerous student behavior. This presentation also provides an overview of the mental health services at UNLV that are available to assist students, faculty, and staff in meeting the demands of higher education in today’s climate.

Date & Time:       January 29         2:00 – 3:30 pm
                  March 5           2:00 – 3:30 pm

Audience:          Open

Facilitator:       Phil Burns

Location:          Campus Services Building (CSB) 212 G

THE ART OF WORK/LIFE BALANCE
If your feeling overwhelmed and “out of balance” this may be the program for you. Through a series of exercises, participants will explore their sense of work-life balance by exploring eight key areas: spiritual/personal growth; family and friends; fun and recreation; finance/money; career; health/fitness; home/environment; and significant others/romance. Participants will complete a “Wheel of Life” exercise that measures their level of satisfaction in each of the eight areas to determine their level of balance followed by an action plan for improving areas of importance.

Date & Time:       February 18        2:30 – 4:00 pm

Audience:          Open

Facilitator:       Rich Clark

Location:          Campus Services Building (CSB) 212 G
UNDERSTANDING YOUR BENEFITS SERIES
Gaining a thorough understanding of the pro’s and cons of various insurance and retirement products offered through the University can be a daunting task. Human Resources has designed a series of workshops to assist you with understanding these products.

MAXIMIZE YOUR HEALTH BENEFITS
This workshop focuses on maximizing the value of your health insurance benefit package. Learn about benefits that are available on a pre-tax basis (flexible spending plan), accessing wellness benefits, saving money on prescriptions, checking the status of your medical claims, and submitting claims for reimbursement. Join us for valuable tips on how to get the most out of your insurance package.

Date & Time: April 28 9:00 – 10:00 am
Audience: Open
Facilitator: Benefits Staff
Location: Campus Services Building (CSB) 212G

CAN THE FSA PLAN SAVE YOU MONEY?
Did you know that every dollar you contribute to a Flexible Spending Account is tax exempt? A Flexible Spending Account (FSA) is a special pre-tax account which can be used only for your healthcare and dependent care (childcare) expenses. Participating is simple; you make contributions through convenient payroll deductions spread evenly across the year and then use your FSA money to pay for healthcare or dependent care expenses not covered by your insurance plan.

Date & Time: May 13 2:00 – 3:00 pm
Audience: Open
Facilitator: Benefits Staff
Location: Campus Services Building (CSB) 212G
RETIREMENT BENEFITS SERIES
Planning ahead for financial security can be overwhelming for individuals. With advanced preparation and consideration, you will have a better chance of achieving your financial goals. Human Resources will be scheduling vendor seminars throughout the spring semester. These seminars will assist you in making informed decisions about various retirement saving opportunities offered through the university.

MAXIMIZE YOUR RETIREMENT BENEFITS
This workshop will provide you with an overview of the various retirement benefit options offered to University employees. This is a stellar opportunity to learn more about the basic provisions of our mandatory retirement plans. You can also explore the advantages of participation in supplemental programs including the 403B and 457. Did you know that any social security benefit to which you may be entitled may be affected by your current retirement program? Join us for more information on this important topic!

Date & Time: March 17 2:00 – 3:00 pm
Audience: Open
Facilitator: Benefits Staff
Location: Campus Services Building (CSB) 212G

PREPARING FOR RETIREMENT
Are you getting ready to retire and have questions about starting your retirement income? Join us for an informative workshop which will cover how to start retirement income through the University RPA plan or through PERS, and provide information on the continuation of health benefits into retirement.

Date & Time: April 21 2:00 – 3:30 pm
Audience: Open
Facilitator: Benefits Staff
Location: Campus Services Building (CSB) 212G
SELF-SUPPORTING BUDGETS
Annual Self Supporting Budgets are due in April for the following fiscal year. Information sessions will cover budget updates, rate changes, and budget preparation tools and guidelines. All employees with responsibilities for preparing or reviewing self supporting budgets should plan to attend. Hands on training workshops will also be provided for employees new to the budget forms. The schedule will be sent to Budget Officers for distribution when available.

For more information please contact the Budget Office at 895-2924.

MUNIS – TAKE CONTROL OF YOUR PURCHASES
Munis is an automated requisitioning software program. This software will put you in control of your purchases. Learn how to create on-line requisitions and track them from start to finish.

For more information visit our website http://www.unlv.edu/depts/purchasing/Monis%20home.htm or send an e-mail to munisunlv@unlv.edu.
PCARD TRAINING

The PCard Program is designed to make purchasing easier for the entire campus. This training is a comprehensive overview of the PCard program, how the PCard should and should not be used, and covers the reconciliation process required of each cardholder. This training is mandatory prior to a cardholder being issued their PCard. We also welcome anyone who would like to re-attend the training as a refresher. Employees who are authorized by their departments to obtain a card must fill out an application before training can be scheduled. For more information about the PCard Program and access to an application form, please go to http://purchasing.unlv.edu/pcard/ or call, 774-Card (2273).

For your convenience, training is scheduled twice a month, once in the morning and once in the afternoon. Please review the below dates and times and register early. Seating is limited.

We also welcome anyone who would like to re-attend as a refresher.

Morning Dates:  
January 6  10:00 – 11:30am  
February 3  10:00 – 11:30 am  
March 3  10:00 – 11:30 am  
April 7  10:00 – 11:30 am  
May 5  10:00 – 11:30 am  
June 2  10:00 – 11:30 am

Afternoon Dates:  
January 27  2:00 – 3:30 pm  
February 24  2:00 – 3:30 pm  
March 31  2:00 – 3:30 pm  
April 28  2:00 – 3:30 pm  
May 26  2:00 – 3:30 pm  
June 30  2:00 – 3:30 pm

Facilitator:  
Rose Lentz

Location:  
Campus Services Building (CSB) 223
PAYROLL PROCESSING FOR STUDENT & HOURLY EMPLOYEES

Don’t miss this newly created workshop designed to walk you through all aspects of the process required to assure accurate and timely payment for hourly and student employees. Here’s an opportunity to explore the nuances in advance!

Date & Time: March 9 10:00 – 11:30 am
March 11 2:00 – 3:30 pm

Audience: Open

Facilitator: Controller’s Office Staff

Location: Campus Services Building (CSB) 212G

THE PAYROLL PUZZLE

Have you ever been puzzled about Payroll Correction forms, deductions, W-2’s, or W-4’s? Register for this workshop and get the answers to your questions. Learn how to stop payment, void a check and deal with an overpayment. Important information will be given about the timeframes associated with processing payroll and how to sign up for direct deposit. Learn what steps to take to assure you get paid in the correct amount–on time–every time.

Dates & Times: Offered During Fall Semester
TRAVEL PROCESS & PROCEDURES
Travel processes can be confusing. This workshop will provide a thorough review of the travel policy and procedures you need to know in order to request a travel advance, complete travel documents and itineraries, prepare payment vouchers for candidate reimbursement, and pay for airline tickets using the Procurement Card or Campus Diner’s Club Card. If you are responsible for travel, this workshop is a must!

Dates & Times: February 18 9:00 – 10:30 am
               April 15 2:00 – 3:30 pm

Audience: Open

Facilitator: Controller’s Office Staff

Location: Campus Services Building (CSB) 212G

ACCOUNTS PAYABLE
Through this workshop you will get a comprehensive overview designed to help you select and use the proper purchasing or accounts payable document (e.g. Requisition vs. Procurement Card vs. Payment Voucher vs. Service Contract). Additional topics include the processing of vendor invoices, understanding the host policy and procedures, preparing an independent service provider (ISP) contract, payment processing for nonresident alien employees and students, the relocation policy, and applicable tax information.

Dates & Times: February 24 2:00 – 3:30 pm
               April 22 9:00 – 10:30 am

Audience: Open

Facilitator: Controller’s Office Staff

Location: Campus Services Building (CSB) 212G
FINANCIAL DATA WAREHOUSE

The Data Warehouse is a great tool for accessing departmental account information in a user-friendly format. This training will cover how to log-in and navigate through the warehouse to find financial information. You’ll also learn advanced concepts that will allow you to use retrieval tools to write custom reports to meet the management needs in your department. The Warehouse, a source for printing monthly reports, includes many options, expanded look-up capability, and drill-down features to easily obtain summary amounts and detailed transactions. The Data Warehouse is accessed via web browser and allows users to e-mail reports in an Excel spreadsheet. It should be used to analyze revenue and expenditure activity, assist in preparing budgets, determine how much money is left in accounts, and determine whether transactions have been processed yet. Anyone who handles payment vouchers, payroll expenses, or budget preparation will benefit from this training. Seating is limited.

Dates & Times:  January 29  9:00 – 11:30 am
                May 21 9:00 – 11:30 am

Audience:  Open

Facilitator:  Controller’s Office Staff

Location:  Classroom Building Complex (CBC) C129

MONTH END REPORTS

This workshop will focus on monthly report distribution and discuss the differences between Organization Summary Reports and Balance & Activity Reports. You’ll also learn how to review the detail of posted transactions and get an overview of budgeted vs. unbudgeted reports. Here’s an opportunity to get the answers to your questions!

Dates & Times:  March 18  10:00 – 11:30 am

Audience:  Open

Facilitator:  Controller’s Office Staff

Location:  Campus Services Building (CSB) 212G
IDR’S 101
This workshop provides a variety of information concerning Inter-Departmental Requisitions (IDR’s). Important information will be shared regarding the different types of IDR’s, different purposes, IDR document numbers, IDR reminders, appropriate routing and, last but not least, advice on how to check the current status of an IDR. Register now to get the answers to your questions.

Dates & Times: February 11 10:00 – 11:30 am

Audience: Open

Facilitator: Controller’s Office Staff

Location: Campus Services Building (CSB) 212G

INDEPENDENT SERVICE PROVIDER (ISP) TRAINING
Who are you hiring? Employee vs. Independent Service Provider! For federal tax purposes, this is an important distinction. Worker classification affects how federal income tax, social security and Medicare taxes are paid. If you aren’t sure of your worker’s status, this training course is for you. We will explain the three main elements in making the correct determination, Behavioral Control, Financial Control & Relationship of the Parties.

Date & Time: April 29 2:00 – 3:30 pm

Audience: Open

Facilitator: Controller’s Office Staff

Location: Campus Services Building (CSB) 212 G
VOICE MAIL & PHONE USAGE TRAINING
This one hour workshop will provide you with voice mail &
basic phone usage instructions for the phones used on the
UNLV campuses. All employees interested in gaining a better
understanding of the voice mail procedures and phone usage will
benefit from this workshop.

More detailed information is available on the
UNLV Telecommunications website:
http://telecom.unlv.edu/telecom.html

Date & Time: February 9 10:00 – 11:00 am
Audience: Open
Facilitator: Claudette Jamerson
Location: Campus Services Building (CSB) 212 G
All Health and Safety Workshops must be scheduled directly through Risk Management & Safety. Please call 895-4226 for dates, times and registration information. You may also visit the Risk Management & Safety website at http://rms.unlv.edu for additional information.

On-line safety training is available for select courses. Please see course descriptions below for availability. For more information, contact Ben Fausett at 895-4861.

The following courses represent a small sample of training available to employees. Additional job-specific training will be coordinated with individual departments and/or employees.

**BACK CARE AND INJURY PREVENTION**
Brief anatomy of the back; causes and prevention of back pain; proper lifting techniques. This training is available on-line.

**Audience:** Open  
**Facilitator:** RMS Staff

**BIOSAFETY**
Training includes basic biological safety information including appropriate evaluation, facilities, equipment, techniques and emergency response as detailed in the CDC BMBL. This course is also available online.

**Audience:** Users of biological chemicals  
**Facilitator:** RMS Staff
BLOODBORNE PATHOGENS
Control of Exposure to blood and OPIM; UNLV Exposure Control Plan; Hepatitis B Program; UNLV reporting requirements, and procedures. An annual refresher course is available on-line.

Audience: Employees who may be exposed to blood and OPIM including dentists, dental hygienists, nurses, doctors, custodians, plumbers, athletic trainers, childcare workers.

Facilitator: RMS Staff

CART SAFETY
Safe cart/utility vehicle operations; UNLV cart requirements; UNLV cart safety rules. This training is available on-line.

Audience: All Cart Drivers

Facilitator: Occupational Safety Staff

CHEMICAL HYGIENE
Describes procedures, PPE equipment and work practices designed to protect laboratory workers from the effects of hazardous chemicals. This training is available on-line.

Audience: Laboratory Workers

Facilitator: RMS Staff

CPR & AED
Covers the important steps of cardiopulmonary resuscitation (CPR) and how to use an automatic external defibrillator (AED). Includes 2-year certification from the American Heart Association.

Audience: Open

Facilitator: RMS Staff
EMERGENCY PREPAREDNESS – BEING READY
This class will assist the university community to be prepared for emergencies and disasters not only on campus but at home as well. Includes developing individual and home emergency plans; emergency supplies/kit preparation; home and family evacuation, and assembly planning.

Audience: Open
Facilitator: RMS Staff

CPR & AED
Covers the important steps of cardiopulmonary resuscitation (CPR) and how to use an automatic external defibrillator (AED). Includes 2-year certification from the American Heart Association.

Audience: Open
Facilitator: RMS Staff

FIRE EXTINGUISHERS (PORTABLE)
Course identifies the types of agents used in fire extinguishers, describes when to use extinguishers and explains the P.A.S.S. method of using a fire extinguisher. Includes actual use of a portable fire extinguisher. The classroom portion of this training is on-line followed by hands-on training.

Audience: Employees who need to use or want to learn how to use fire extinguishers
Facilitator: Fire Safety Staff

GENERAL FIRE SAFETY
Covers general fire safety topics such as maintenance of smoke detectors, safety with space heaters, matches, lighters, smokers, electrical safety, safety in the kitchen, planning fire escape routes, etc. This training is available on-line.

Audience: Open
Facilitator: Fire Safety Staff
HAZARD COMMUNICATION (RIGHT-TO-KNOW)
Describes content of the standard; nature of hazards; health effects of chemicals being used; methods of protections. This training is available on-line.

Audience: All employees with potential exposure to chemicals.
Facilitator: RMS Staff

HEAT STRESS
Course covers thermo-regulation, minor heat stress disorders, major heat stress disorders, heat stroke, controlling heat stress, and accidents due to heat stress. This training is available on-line.

Audience: Open
Facilitator: Fire Safety Staff

NEW EMPLOYEE SAFETY ORIENTATION
Training includes information on UNLV Safety Policy; employer-employee responsibilities; general safety; hazard communication; fire and life safety; hazard reporting methods; training requirements.

Audience: All New Employees
Facilitator: RMS Staff

PERSONAL PROTECTIVE EQUIPMENT
This training describes when PPE is necessary, types of PPE, how PPE is selected; advantages & limitations; storage, maintenance and use.

Audience: All employees required to wear PPE.
Facilitator: RMS Staff
RADIATION SAFETY AWARENESS
This is a course to enable employees to recognize the hazards that may be associated with radioactive materials. Topics covered include: Introduction to the Radiation Safety Office, Special Concerns, Regulations for Radiation Safety, Risks Associated with Radiation Exposure, Exposure of the Unborn Child.

Audience: Open
Facilitator: Radiological Safety Staff

SLIPS, TRIPS & FALLS
This training describes nature of hazards, causes of falls, and methods of prevention. Course available online.

Audience: Open
Facilitator: RMS Staff

STORM WATER
Information on regulatory requirements and best management practices to prevent chemicals from running into the drainage system and potentially into the water supply. This training is available on-line.

Audience: Open
Facilitator: RMS Staff

UNIVERSAL WASTE
Training pertains to wastes that are normally regulated such as batteries and fluorescent bulbs which can be recycled and/or treated to decrease burden on generators and landfills. This training is available on-line.

Audience: Open
Facilitator: RMS Staff

WORKPLACE SAFETY
This training addresses general safety rules; safe work practices.

Audience: Open
Facilitator: RMS Staff
IMPROVE YOUR KNOWLEDGE OF

WORD 2007
EXCEL 2007
POWERPOINT 2007
ACCESS 2007
LOTUS NOTES 8.5
WINDOWS 7
ADOBE ACROBAT

Spring 2010 Application Workshops
Offered through the Office of Information Technology

oit.unlv.edu

GENERAL WORKSHOP INFORMATION

All workshops are two-hour sessions unless otherwise noted. Enrollment is limited to 12 attendees per session. Additional sessions may be added depending on availability and demand. After registering for a class, you will receive a confirmation and a reminder before the session. Allow up to four days for this confirmation, and please review class names, times, dates, and locations.

To enroll: http://oit.unlv.edu/help/training

Please use the online registration form on the OIT Website. Fill out the form completely with your name and contact information. Check all classes you would like to attend, and click the submit button at the bottom of that page.

Contact the Help Desk if you have any questions or cancellations
IThelp@unlv.edu
895-0777

http://oit.unlv.edu/help/training

* Please note that all courses listed are not necessarily offered every semester; some are added only upon demand and when scheduling is available.
INTRODUCTION TO OFFICE 2007
Office 2007 has significant environmental changes from earlier versions, but many users find it more user friendly and intuitive. Find out what to expect from Office 2007 before it’s time to upgrade. This workshop introduces Office 2007 and its new features. It’s a great opportunity to use the new product and ask questions.

Date & Time: January 27 9:00 - 10:00 am
April 28 2:00 - 3:00 pm

INTRODUCTION TO WINDOWS 7
Learn about the new features of Windows 7, including everything you need to know if you are considering an upgrade from a previous version of Windows.

Date & Time: April 21 2:00 - 3:00 pm

UNDERSTANDING ADOBE ACROBAT
Learn how to create PDF documents as well as how to use the basic tools of Adobe Acrobat. Topics range from learning about the different versions of Acrobat to creating hyperlinks and bookmarks for enhanced document navigation.

Date & Time: May 5 2:00 - 4:00 pm

POWERPOINT 2007
CREATING PROFESSIONAL PRESENTATIONS
PowerPoint is more than just putting text on the screen. Learn the guidelines for creating presentations that are visually attractive, professional, informative, and interesting. Streamline your work and control your content. Familiarize yourself with the new interface.

Date & Time: March 9 2:00 - 4:00 pm
MULTIMEDIA IN POWERPOINT
If you have conquered basic presentation creation, then it is time to add transitions, animations, video, and sound. Learn how to add these elements as well as how to ensure they actually work when it is time to deliver your masterpiece.

Date & Time: March 11 2:00-4:00 pm

WORD 2007

ESSENTIAL SKILLS
Learn how to make document creation easier and faster. Master editing, tabs, numbered lists, and more. Familiarize yourself with the new interface.

Date & Time: February 2 9:00-11:00 am

PROFESSIONAL Formatting
Learn all of the formatting options available to make your documents more organized, clear, and visually attractive.

Date & Time: February 9 9:00-11:00 am

CREATING AND MANAGING LARGE DOCUMENTS
Word includes tools and methods for creating large documents. Learn how to work with columns, footnotes, page numbers, sections, headers and footers, and table of contents.

Date & Time: February 16 9:00-11:00 am

MAIL MERGE
If you have names, addresses, or other information stored in a file, you can merge that data in Word to create envelopes, labels, and form letters. Learn how to make this process easy!

Date & Time: February 23 9:00-11:00 am
EXCEL 2007

ESSENTIAL SKILLS
Learn all the essential skills necessary to start creating spreadsheets, lists, and tables of data in Excel. Use formatting options to make your data clear and attractive. Familiarize yourself with the new interface.

Date & Time: February 4 9:00-11:00 am

FORMULAS AND FUNCTIONS
Learn the rules, syntax, and various methods available for creating, editing, and managing formulas and functions.

Date & Time: February 11 9:00-11:00 am

USING MULTIPLE WORKSHEETS AND WORKBOOKS
There are times when you might need to organize your data into multiple worksheets or even multiple workbooks. This workshop will illustrate the tools, tips, and skills you need to manage your data and calculations that span multiple sheets and files.

Date & Time: February 18 9:00-11:00 am

CHARTS AND GRAPHS
Learn how to create accurate charts and graphs quickly and easily. The workshop includes tips on formatting to achieve the perfect visual results.

Date & Time: February 25 9:00-11:00 am

DATA TOOLS
Excel offers tools that enable database like record keeping right in your spreadsheet. Use the tools to view, analyze, and summarize your records. Learn about PivotCharts or PivotTables!

Date & Time: March 4 9:00-11:00 am
ACCESS 2007
Please note that it is highly recommended that you take the entire Access series of workshops even if you have used Access before.

INTRODUCTION TO DATABASES AND TABLES
The first in the series that focuses on building a relational database. This workshop provides the foundation for beginning to plan a database, create tables, and start storing data.

Date & Time: March 17 9:00-11:00 am

CREATING RELATIONSHIPS
Relationships are the key for overall effective data management. Learn about relationships, how to create related tables, and how those relationships can be used in other database objects.

Date & Time: March 24 9:00-11:00 am

QUERIES
Learn to create basic queries in order to view, retrieve, or analyze your data.

Date & Time: March 31 9:00-11:00 am

FORMS AND REPORTS
Forms offer user friendly interfaces for data entry and viewing. Reports provide complete or summarized data for printing. Learn how to create and format both.

Date & Time: April 7 9:00-11:00 am
LOTUS NOTES 8.5 WORKSHOPS

Recommended For All New Employees

USING E-MAIL
Lotus Notes is the e-mail client used by UNLV faculty and staff. The Using E-Mail workshop provides the basic skills necessary to use Lotus Notes Email effectively, both on-campus and off.

Date & Time:
January 26 9:00-11:00 am
April 13 2:00-4:00 pm

USING THE CALENDAR AND TO DO LIST
Keep yourself organized with the Lotus Notes Calendar. Track meetings, appointments, holidays, reminders, and lists.

Date & Time:
January 28 9:00-11:00 am
April 15 2:00-4:00 pm
DISCOUNT FOR CONTINUING EDUCATION COURSES

All full-time UNLV employees (100 percent FTE) are entitled to a 50 percent discount on most of the non-credit courses offered through Educational Outreach and there is no limit on the number of Educational Outreach courses that you may take. Classified employees must complete an application for each non-credit Educational Outreach course and the form must be signed by a Human Resource representative. The completed form must be presented to the Continuing Education Office when paying for classes. Applications may be obtained through the HR website at http://hr.unlv.edu. Professional staff members and members of the academic faculty and their spouses may also participate in this learning opportunity. No application is required for academic faculty and professional staff but you must present your UNLV RebelCard to the Continuing Education Office when paying for the course.

Visit the Educational Outreach website at http://edoutreach.unlv.edu for a complete listing of available courses and workshops.
INTERESTED IN ACCREDITED COURSEWORK?  
CHECK OUT GRANT-IN-AID BENEFITS

As a UNLV employee, you are eligible to participate in a generous grant-in-aid benefit designed to assist you in obtaining your degree, furthering your education, or participating in a “for-credit” course which is job related. You may use this benefit at UNLV, CCSN, and Nevada State College.

**Classified Grant-in-Aid**—A classified employee working at least .50 FTE, may receive grant-in-aid for a maximum of six credits in the Fall, six credits in the Spring, and six credits for the entire Summer session. This benefit is limited to 18 credits per fiscal year. Under this benefit, registration fees will be credited at 100 percent. The participant is responsible for books, and any other associated fees for the course and must attain a passing grade.

**Professional/Academic Faculty Grant-in-Aid**—All professional/academic faculty on an A or B contract, working at least .50 FTE, their spouse, and their eligible dependents are entitled to grant-in-aid for the payment of a specified portion of the tuition for accredited coursework. The benefit amount varies each year and does not cover 100 percent of the tuition.

For application guidelines and materials, or to obtain additional information about grant-in-aid, please go to http://hr.unlv.edu/Benefits/IntroGIA.html, or call Human Resources at 895-3504.
LET US COME TO YOU!  
STAFF DEVELOPMENT OUTREACH

The Office of Staff Development and Employee Relations will work with you to meet your special training needs. If scheduled training times and dates are inconvenient for your work group, give us a call at 895-0402. We will endeavor to schedule special times, locations, and dates for customized workshops.

**Customized Sessions**
We can customize several of our workshops to specifically target the needs of your departmental staff.

**Retreats**
Give us a call if you would like to include a professional development opportunity in the programming of your departmental retreat.

**Revisable Time Frames**
We can modify the length of our workshops to meet the needs of your work schedules. We will work with you to accommodate your time limitations and still deliver a high quality learning experience to you and your staff.

**Locations**
For convenience, we can come to you! We are able to facilitate workshops in your work environment in order to accommodate special needs and enhance attendance.

The Human Resources Training Facility, located in Room 212G of the Campus Services Building, can be reserved for meetings, small conferences, and special training. This facility can comfortably accommodate up to 30 individuals. Please call 895-0402 for room availability.

**Advance Notice**
Please call the Office of Staff Development & Employee Relations at 895-0402 well in advance of your event to discuss special requests or arrangements.

*We look forward to working with you.*