

Training Announcement:

HR & Payroll Business Processing Training Course

Human Resources and Payroll are pleased to announce a continuing schedule of business processing training. This training has been designed based on your feedback, aiming for dramatic improvements in the ease, quality and timeliness of completing paperwork.

The course will provide critical processing information for paper forms including the Nomination Form, PAF Form, Casual Hire Form, I-9 Form, Time Entry Form, SAF, Pay Advance Form, Pay Error Correction Form, General Deduction Forms, and the Direct Deposit Form as well as information on related applications including FFE and WebSAF.

For your convenience, we are offering training sessions on both the Morningside and Medical Center campuses and on multiple days. *Each Departmental Administrator with Manager Self Service access is **strongly encouraged** to attend one session.* All sessions cover the same content and will be presented in a hands-on workshop format.

Registration

To attend the course, you must register online. To access the registration page, please go to the Administration Tab in the Portal > Tools Section > People@Columbia - Self Service. Click on the Business Processing Training Registration link.

Course Sessions

- Morningside Campus: Friday, April 8, 2:00 – 4:30 p.m. in 614 Schermerhorn. There is space for 75 participants.
- Medical Center: Thursday, April 7, 9:00–11:30 a.m. in 312 Hammer. There is space for 50 participants.

Questions & Support

If you have any questions about the training, please contact Bridget Burke via email at bkb8@columbia.edu or by phone at 212-851-2943. For assistance with course registration, please contact Stephanie King via email at pac-training@columbia.edu or by phone at 212-851-2915.