



Training Workshop Guide

Prior to the new employee's start date, it would be helpful to review the job description/responsibilities to begin identifying the different access, permissions, and training the new employee will need to perform his/her job. This will make for a smoother transition during the employee's first few weeks.

■ **Financial Responsibilities**

- **Procurement Card Training** – all new cardholders are required to complete the *VISA Procurement Card* training course
- **PeopleSoft Financials** – Financial Services offers a variety of small group seminars and one-on-one sessions to help Towson University faculty and staff learn how to successfully complete TU financial processes and improve productivity. A description of each workshop is available on the [website](#). Register using the online forms:
 - **Accounts Payable Workshops**: Learn about purchasing options/spending authority, how to process invoices and vouchers and do payment approvals, etc.
 - **Business Travel Workshops**: Learn about the policies and procedures for business travel, planning the trip, choosing payment options, and obtaining reimbursement
 - **PeopleSoft Financials Workshops**: The *Introduction to PeopleSoft Financials and Department Budget Reporting* is required for all those who need access to their department budgets
 - **Payroll Workshops**: Offers workshops for faculty/staff involved in hiring/supervising of student employees
 - **Accounting Workshops**

■ **Access**

- **Network Drives**
 - The new employee will have access to their H drive and may also need access to departmental drives. Review the [Managing Your Network Drives](#) guide to learn about accessing your degrees and accessing other network drives
- **SharePoint Access/Use**
 - For information on how to use, access, and navigate SharePoint, review the [Microsoft SharePoint Reference Guide](#)
- **PeopleSoft**
 - For requesting access to PeopleSoft, contact the Registrar's Office. Please note that the Office of the Registrar does not provide PeopleSoft training, but they have developed [guidelines for faculty/staff](#) to assist in navigating the system
- **Website**
 - If you will be responsible for editing any portion of the website, you will need to contact the [Digital Strategy Team](#) for access
 - All web contributors are also required to attend [OU Campus](#) training

- Review the [Website Management](#) guide for resources, style guides, and support documentation

- Faculty Contracts
 - Faculty Automated Contract System (FACS)
 - The [Faculty Automated Contract System \(FACS\)](#) is used to process contracts for Adjunct, Offload, and Per Student assignments
 - [How To Documents](#) to learn about running reports in PeopleSoft, the Search and Hire Process for Faculty and Librarians, pay for search advertisements, and more.
 - [Guidelines](#) for completing work
 - [Provost Budget Office Forms](#)