



Administrative Services

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Meet the Staff

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Trainings

Business Operations Meeting Training

The purpose of the Business Operations Meeting is to create a space for open conversations and discuss topics related to the college operations. Dates and times are subject to change, see the meeting schedule below.

+ Meeting Schedule

Training Materials

Business Office

- [Forms Naming Convention](#)

Banner

- [Banner 9 Training Materials](#)
- [Banner Finance Screens and Reports](#)

Employee Self Service (Timesheet)

- [Leave Report \(Permanent Employees\)](#)
- [Time Entry \(Hourly Employees\)](#)

Procurement Card

- [ProCard Training - PPT](#)
- [Use Tax Template](#)
- [ProCard User Instructions](#)

Purchasing/Contracts

- [Purchasing Training Materials - Road Show Tool Box](#)
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