Staff Training and Professional Development

Purpose:

These resources should be an introduction and/or refresher for many of the UT specific systems. As this is an evolving resource, we would ask that you share feedback on useful topics or resources.

Accounting and Financial Management Training Resources includes resources on a variety of topics such as DEFINE, Accounting Basics, Inventory, Scholarships, Vouchers, EOM and much more. https://afm.utexas.edu/resources/training-resources

Financial Fundamentals (Self-Paced Learning) is intended for anyone new to UT financial systems, whether you are a document initiator, approver, or viewer of financial-related data. The lessons in this course are designed to teach the foundational concepts of UT financial systems. While course content is presented for an entry-level audience, experienced users may find individual lessons helpful as a knowledge refresher. https://workday.utexas.edu/training/self-paced/financial-fundamentals

FRMS Training Resources provides information on Transfers, Awards, Inventory, and UT Market. https://afm.utexas.edu/resources/frms-training

Note: For additional training resources, please visit the Finance Training Resources page.

UT Learn is UT Austin's employee training management system. https://utlearn.utexas.edu/

AskUs is a repository of answers to frequently asked questions about university-wide systems and processes. If you do not find the information you're looking for, use the Ask a Question tab to get support from an askUS Support team member. https://austin-utexas.custhelp.com/

CoLA Training Resources (Business, HR, and Finance): Contains videos and materials from COLA business, human resources, and finance training sessions as well as related college policy information, tools, etc. https://utexas.app.box.com/folder/147479845997?s=ji80af52bzo06loef0koic898u01zi6w

Workday Resources:

Workday Training provides Instructor-led and Self-paced learning on topics related to Workday. https://workday.utexas.edu/training

Workday Documentation includes links to documentation and resources by category: HR Processing, Academic and Student Employment, Timekeeping and Security, Job Costing and Financials and Mass Process Guidance. https://workday.utexas.edu/documentation

Workday Reporting provides information on available reports and dashboards in Workday, job costing and financials reporting, ERP report runner as well as training videos and FAQs. https://workday.utexas.edu/resources/reporting

Workday Financial Transaction Guidance provides resources on Allocation Details, Account Balances, Fringe, Encumbrances, Stopgap Accounts and Retroactive Costing Changes.

https://afm.utexas.edu/resources/workday-financial-transaction-guidance

Workday Qual provides a testing environment to safely work through tasks, search for information, and test out business processes. https://impl.workday.com/utaustin2/d/home.htmld

Professional Development:

College of Liberal Arts Professional Development

CoLA Professional Development Fund

Texas Staff Council Professional Development Resources

https://staffcouncil.utexas.edu/how-we-work/professional-development

Texas Staff Council Professional Development Grant Program

https://staffcouncil.utexas.edu/how-we-work/professional-development/grant-program

LinkedIn Learning gives information on how to get started, recommended learning for UT staff, and FAQs. https://hr.utexas.edu/learning-development/online-learning/linkedin-learning

Upcoming CoLA HR Trainings:

March 22   Summer Jobs

April 12   Promotion and Tenure

May 17   Separations (documents, timing)

June 7   Performance Management/ Supervision

Upcoming University Workday Training Opportunities:

askUS Self-Paced Learning allows users to engage in training lessons and exercises at their own pace and convenience.

Virtual Instructor-Led Training (ILT) courses are held via Zoom and require registration via UTLearn.

- **March 1-2** – Workday Hire and Onboarding
- **March 8** – Workday Costing (Advanced)
- **March 9** – Workday Job Costing Tool (JCT)
- **March 22** – Workday Nonemployee & Contingent Worker

- **April 5**-6 – Workday Hire and Onboarding
- **April 12-13** – Workday Costing (Basics)
- **April 19-20** – Workday Changes During Employment

The complete schedule of courses from *now through May 2022* is available on the Upcoming Instructor-Led Training (ILT) events list.