







## University Required Training







### Pre-Requisites

-  University as a Business Organization
-  Federal Cost Principles
-  Finance Overview including Chart of Accounts
-  Accounting Comes Alive
-  Business Transactions
-  SAP ECC Navigation


## Specific University Training

### Systems and Finance\*



### Account Management

-  Introduction to Analysis
-  Analysis Basic Navigation
-  Monthly Account Reconciliation Guidelines and Record Retention
-  Account Reconciliation
-  Non-Payroll Cost Transfer Policies and Procedures
-  Non-Payroll Cost Transfer




### Purchasing

- Purchasing Policies and Procedures
-  Fixed Assets Shared Service Center Equipment and Inventory

### Accounts Payable












-  Processing Payment Requests
-  Creating an Expense Report in Concur

### Legend

-  E-course
-  FastFacts
-  Instructor-led Class
- \* Full-time Program Only

## Specific University Training (continued)

### Sponsored Projects

-  Introduction to Sponsored Projects
-  Business Ethics Training for Faculty and Staff Working on Federal Contracts
-  Proposal Preparation for Sponsored Projects
-  (Coeus 2) Proposal Development Detail: Assembling a Proposal
-  Budget Development for Sponsored Projects
-  Sponsored IO Budget Distribution (GM\_CREATE\_BUDGET)
-  Administrative Management of Training Grants and Fellowships
-  Monitoring Subrecipient Activity
-  Effort Reporting System-Admins
-  Effort Reporting System-Certifiers
-  Closeout Procedures for Sponsored Projects

### HR/Payroll Administration

-  Payroll Cost Transfer – eForms

## Individualized Training


- Sponsored Projects Shared Services
- Research Administration Department
- Internal Audits
- Divisional Business Office\*

## Monthly Seminar Series








- Internal Audits
- Effort Reporting/Facilities and Administration
- Export Controls
- Global Compliance
- Hazardous Materials
- Human Subjects–Internal Review Board (IRB)
- Animal Care and Use
- Clinical Research
- Conflict of Interest
- Funding from Corporations and Foundations
- Contracts
- Tech Transfer

## Optional

### Sponsored Projects

-  Business Ethics Training for Foreign Field Offices

### HR/Payroll Administration

-  Organization Management Admin - ISRs
-  Enhanced Salary Change ISR Form
-  Hiring a Non-US Citizen
-  Salary Overpayments
-  Managing Payroll for Leaves and Terminations
-  Time Entry
-  The Electronic Time and Attendance Form (E210)

*Click the course titles to view course descriptions, dates, and times, or visit the website [learning.jhu.edu](http://learning.jhu.edu)*

*SPSS staff are exempt from Sponsored IO Budget Distribution (GM\_Create\_Budget)*

## Introductory Training\*

### E-Courses\*

- [Preventing and Addressing Harassment and Sexual Misconduct](#)
- [NCURA Life Cycle of an Award 1 Proposal Development \(Parts 1 – 3\)](#)
- [NCURA Life Cycle of an Award 2 Pre-Award and Budgeting \(Parts 1 – 3\)](#)
- [NCURA Life Cycle of an Award 3 Award Negotiation and Acceptance \(Parts 1 – 3\)](#)
- [NCURA Life Cycle of an Award 4 Award Management \(Parts 1 – 2\)](#)
- [NCURA Life Cycle of an Award 5 Compliance \(Parts 1 – 2\)](#)
- [The JHU Finance Website: A Quick Tour](#)
- [Introduction to JHURA Systems: Overview \(Part 1\)](#)
- [Introduction to JHURA Systems: JAWS \(Part 2\)](#)
- [Introduction to JHURA Systems: SWIFT \(Part 3\)](#)

### Instructor-Led Courses\*

- [Excel 2016 Part 1](#)

### Soft Skills Training\*

- [Communicating with Tact and Professionalism](#)
- [Emotional Intelligence](#)
- [Giving and Receiving Feedback for JHU Staff](#)
- [Managing Multiple Priorities: The Discipline of Getting Things Done](#)
- [Living Well with Stress: Create Calm and Change Your Outlook](#)

## Instructor-Led Courses