

Hello,

The Uniform Accounting Network (UAN) is offering Payroll New Users training classes for clients who wish to activate and begin using the UAN payroll module.

Prerequisites:

- Your entity must be converted and utilizing the UAN Accounting module before attending the Payroll New Users training class. UAN Support will need a copy of your current Appropriation Status and Revenue Status reports to confirm accounting utilization. After registering for the training class, please email or fax your current Appropriation Status and Revenue Status reports to:
 - (Email) UAN_Support@OhioAuditor.gov
 - (Fax) 1-877-727-0088.

- Attendees to the UAN Payroll New Users training class need a firm understanding of payroll principles. To aid inexperienced fiscal officers UAN has developed a series of prerequisite payroll courses that discuss the subject beginning at an introductory level and progressing to a more advanced level. Those with years of payroll experience will benefit from reviewing these videos to confirm and reinforce their understanding of the concepts required when using the UAN payroll application. To view the UAN Prerequisite Payroll videos, enter the following address into your web browser: <https://uanlink.ohioauditor.gov/> which will open the UAN home page. Click 'Training' from the main menu and choose 'Transition'. Then scroll to 'UAN Prerequisite Payroll'. When you click one of the recording links, your internet browser will open the YouTube website where you can view the video.

Training Dates:

Friday, February 15, 2019

Monday, February 25, 2019

Hours:

9:00 AM to 4:30 PM with a 1-hour lunch break. We will be available for an additional 1/2 hour (from 4:30 PM – 5:00 PM) after the class concludes to address individual questions.

Location:

Key Bank Building (downtown Columbus)

UAN Training Room

88 East Broad Street, 9th Floor

Columbus, Ohio 43215

How to Register:

UAN is using an online registration product called RegOnline. To register using RegOnline please click the link below associated with the class date you want to attend (or copy and paste the link into your internet browser):

Friday, February 15, 2019: <https://www.regonline.com/payrollnewusers021519>

Monday, February 25, 2019: <https://www.regonline.com/payrollnewusers022519>

On the registration website, you will see the UAN logo, and the class name, date and time. To begin your registration, click the **Register Now** button and complete the registration. You will receive a confirmation and reminder emails from UAN Support<events@regonline.com>

Please Note: There are only fifteen seats available in each training class, therefore we are limiting registrations to one person per entity. Please register the primary payroll user who will be setting up the software. We have training videos on our website for other UAN users to learn how to use the payroll software.

Respectfully,

UAN Support

Phone: 1-800-833-8261

Email: UAN_Support@OhioAuditor.gov

Fax: 1-877-727-0088