TO: UAN Users

FROM: UAN Support

DATE: July 23, 2015

SUBJECT: UAN Lunch & Learn Training

UAN will be offering two Lunch & Learn online training classes during the month of August. These courses are optional and available to all UAN clients. These courses qualify for Fiscal Integrity Act (House Bill 10 & Senate Bill 6) education credits.

Online Training:

Location: Online training will be conducted over the internet. The online training class is available for you to take anywhere you have a high speed internet connection, and the computer does not necessarily have to be your UAN computer (but it can be). Speakers are also required.

Hours: Please see the courses descriptions below for specific times. For each course the instructor will be available for an additional 1/2 hour after the class concludes to address individual questions. We will also open each online session one hour prior to the beginning of the class. The purpose of this is to allow any attendee that has not previously participated in an online training class to verify your system is working correctly.

Please Note: Our online training license has the capacity for 200 individuals and classes will be scheduled on a first contact basis. If you cannot attend a class that you signed up for and need to cancel, please call UAN Support as soon as you know. The space reserved for you can then be given to another clerk/fiscal officer who wishes to attend that specific class.

If you're unable to attend the training courses or would like to review it at a later time, the courses will be recorded and posted on our website approximately one week after the last scheduled training class.

COURSES

Restructuring Employee Settings to Maximize Efficiency

- Friday, August 14, 2015
- Time: 11:00 AM – 1:00 PM

This course is designed specifically for entities that have not yet fully taken advantage of the Payroll module enhancements first introduced in the 2013 software transition. The course will begin with some common employee changes and then focus on a few examples of reorganizing employees' settings to maximize efficiency and reduce errors. We will demonstrate examples using an Employee Checklist similar to the one first provided in the 2013 transition as our guide*****.

* A note for fiscal officers that started after 2013: newer fiscal officers may not be aware that UAN released a major update of the Payroll module in January 2013 which included enhancements that had the potential to significantly increase efficiency and reduce the time needed for ongoing maintenance of employee settings. However, applying the enhancement features is not automatic because it requires input from the fiscal officer to determine which options best suit their entity's needs.

Common Employee Changes and Trouble-shooting

- Friday, August 28, 2015
- Time: 12:00 PM – 1:00 PM

This class will focus on carrying out changes for current employees' setup and using utilities to correct payroll transaction errors. Examples demonstrations will include: implementing pay rate changes, adding a brand new withholding, adding/changing an earning account, adding non-pensionable leave payouts, leave balance adjustments, applying withholding rate changes to all employees in one step, voiding warrants, and more. We will also touch on using reports to trouble-shooting common errors.

HOW TO REGISTER

Step 1: Click on the link below that corresponds to the course you would like to attend:

To register for **Restructuring Employee Settings to Maximize Efficiency** held on Friday, August 14, 2015 11:00 AM - 1:00 PM click below:

https://attendee.gototraining.com/r/5074725917145119490

To register for **Common Employee Changes and Troubleshooting** held on Friday, August 28, 2015 12:00 PM - 1:00 PM click below:

https://attendee.gototraining.com/r/2065186670061796610

An internet browser window should open to a registration webpage for the specific course link you selected.

Step 2: Enter your first name, last name, and your email address.

Step 3: Click the Register button. A confirmation email will be sent to your email address. The confirmation email includes a 'Join' button that is required to access the webinar at the scheduled time. It is important to keep the confirmation email to use on the day of the training class – the 'Join' button in the email corresponds to the particular class.

Please Note: After accessing the webinar if you do not see our welcome slide within a minute, please verify that your internet browser's pop up blocker has been deactivated. If you are using Internet Explorer, the pop up blocker deactivation is located under Tools (The Tools icon is located at the top right corner of the browser's window. The icon looks similar to mechanical gear.), next select 'Internet options' and under the 'Privacy' tab uncheck the box for 'Turn on Pop-up Blocker'. The final steps is to select 'Apply' and then 'Ok'.

After accessing the webinar, you will hear music playing. If you have any difficulties with your audio, we have attached a copy of our Sound Quick Tips memo to this email.

Step 4: To register additional participants, repeat steps 1-3 above for each person who will attend.

If you have questions, please contact UAN Support at 1-800-833-8261 or
uan_support@ohioauditor.gov