

20170831_Payroll_Roundtable College Staff Training

Target Audience: The target audience for this roundtable includes College Staff responsible processing the Colleges' monthly payrolls.

Date(s) and Time(s): August 31, 2017
2:00 PM – 3:00 PM
Please log in 30 minutes prior to class start time.

Delivery Method Webinar

Register by Date: August 30, 2017

Facilitator(s): Pam Stutts, BSA for Human Resources

Prerequisites: None

Course Description: The primary purpose of this roundtable is to give college staff the opportunity to discuss processes, ask questions and network with staff at other colleges. The participants are encouraged to submit questions to the Facilitator at stutts@nccommunitycolleges.edu prior to the roundtable.

Advanced Preparation: Prior to class:

- Print and bring the class documentation, if available, published via the NCLOR at <http://explorethelor.org>. To request access to the NCLOR, refer to the CIS Documentation website at: <http://www.nccommunitycolleges.edu/college-user-support/cis-documentation>
- Webinars are conducted using either **Blackboard** or **Skype for Business**. Please ensure your connections to both applications function properly prior to attending a CUST webinar. If you need assistance, please contact your college's IT Department.

Course Objectives:

This is not a formal training session. The objective of this roundtable is to give the college staff an opportunity to discuss processes, ask questions and network with staff at other colleges.

Directions for Joining the Webinar:

Join a webinar session by using the meeting link and telephone bridge information provided to you via the "Class Information" email. If you cannot locate the "Class Information" email from the CIS Training Registrar (cistrain@nccommunitycolleges.edu), please contact the College User Support Team at (919) 807-7178 or InternalCUST@nccommunitycolleges.edu and someone will assist you.

A limited number of phone lines are available for the call; therefore, all participants from one institution should meet in the same room with a speakerphone, computer with Internet access, and a projection unit to display the presentation. **Contact your college's IT Department Help Desk if you need assistance.**

Course Evaluation:

Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.