Subject: Local FOM Training Courses Targeted for Department/Organizational Units

In an effort to assist staff to identify the FOM training they should take, the following information is provided. Please collaborate with your department head and/or your organizational unit to assist with recommending courses.

The local FOM courses are the courses that department and organizational unit staff should take if they have job duties related to Human Resources, Academic Personnel, Payroll and Leave Administration functions. The courses will explain how department and organizational unit staff (e.g., HR/AP Business Partners/Generalists, Payroll staff, etc.) will initiate transactions in ServiceLink or other local systems, those who will fulfill transactions coming from ServiceLink (e.g., Shared Services Staff) or other local systems, or for inquiry or monitoring purposes. Please have the relevant staff register and attend these in-person training courses ASAP.

- **Monday, March 5:**
  - FOM ServiceLink: UCRSL110: ServiceLink Navigation for Initiators (In-Person Training, 1-hr) from 9AM to 10AM in HUB 260
  - FOM ServiceLink: UCRSL120: ServiceLink Navigation for Fulfillers (In-Person Training, 2-hrs) from 10AM to Noon in HUB 260

- **Tuesday, March 6:**
  - FOM ServiceLink: UCRSL110: ServiceLink Navigation for Initiators (In-Person Training, 1-hr) from 9AM to 10AM in HUB 265
  - FOM ServiceLink: UCRSL120: ServiceLink Navigation for Fulfillers (In-Person Training, 2-hrs) from 10AM to Noon in HUB 265

- **Thursday, March 8:**
  - FOM ServiceLink: UCRPDM200: Advanced FOM ServiceLink Position Data Management (In-Person Training, 1.5 hrs) from 9AM to 10:30AM in HUB 260
  - FOM ServiceLink: UCRONB200: Advanced FOM ServiceLink Onboarding (In-Person Training, 1.5 hrs) from 10:30AM to Noon in HUB 265

- **Friday, March 9:**
  - FOM ServiceLink: UCRSL110: ServiceLink Navigation for Initiators (In-Person Training, 1-hr) from 9AM to 10AM in Surge 308
  - FOM ServiceLink: UCRSL120: ServiceLink Navigation for Fulfillers (In-Person Training, 2-hrs) from 10AM to Noon in Surge 308
Registration for FOM|UCPath course offerings can be accessed directly from the training courses webpage, [http://fomucpath.ucr.edu/training/courses.html](http://fomucpath.ucr.edu/training/courses.html), just click on the course name and you will be taken directly to the registration page. You can also register from the UC Learning Center, [http://www.ucrllearning.ucr.edu/](http://www.ucrllearning.ucr.edu/).

NOTE: Please note that these courses are NOT being held in computer labs. Please bring a laptop, if you have one, to follow along with the instructors.

If your Accountability Structure would like additional one-on-one training at your workstation, please contact the FOM|UCPath Training Team at [fomucpathtraining@ucr.edu](mailto:fomucpathtraining@ucr.edu) to schedule a meeting.

If you have any questions or concerns please feel free to contact Kathleen Cool, Principal Trainer at [fomucpathtraining@ucr.edu](mailto:fomucpathtraining@ucr.edu).

Questions regarding FOM|UCPath training can be sent to [fomucpathtraining@ucr.edu](mailto:fomucpathtraining@ucr.edu).