Dear Colleagues,

In an effort to continuously provide accurate and effective training, all process-driven ServiceLink trainings have been updated to reflect upcoming system enhancements. All in-person Advanced ServiceLink training as of July 30 will reflect these changes. There is no need for users who have previously taken ServiceLink training to retake this updated training, although everyone is welcome to attend. The length of courses has also changed, with most courses now being 2 hours instead of 1.5 hours. This is to better accommodate for user questions and to thoroughly cover the material.

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.

- Friday, August 3:
  - FOM ServiceLink: UCRJDC201: Advanced FOM ServiceLink Job Data Changes (v2) (In-Person Training, 2 hrs) from 2PM to 4PM in Hinderaker 0154
- Monday, August 6:
  - FOM ServiceLink: UCREL221: Advanced FOM ServiceLink Extended Leaves for Staff (v2) (In-Person Training, 2 hrs) from 2PM to 4PM in Hinderaker 0154
- Wednesday, August 8:
  - FOM ServiceLink: UCROFB201: Advanced FOM ServiceLink Offboarding (v2) (In-Person Training, 2 hrs) from 10AM to Noon in Hinderaker 0154

Registration for FOM|UCPath course offerings can be accessed directly from the training courses webpage, 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.ucrlearning.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 to schedule a meeting.

If you have any questions or concerns please feel free to contact Kathleen Cool, Principal Trainer at fomucpathtraining@ucr.edu.

Questions regarding FOM|UCPath training can be sent to fomucpathtraining@ucr.edu.