

IDAHO STATE CONTROLLER'S OFFICE

PAYROLL & ACCOUNTING

TRAINING SCHEDULE FY2015

700 W. State Street, Boise, ID 83702

www.sco.idaho.gov scotrainer@sco.idaho.gov (208) 334-3100

Online Training

Beginning in FY 2015 many of our training sessions will be available via video and Adobe Connect in addition to the regular, eight-person, on-site classes. To inquire about online training, one-on-one training or group training, please contact the following:

SCOtrainer@sco.idaho.gov or dsprtrainer@sco.idaho.gov

Division of Statewide Payroll

DSP Applications Basics

This two day course includes an introduction to the SCO web site and help manual, IPOPS, I-Time, payroll calculations, online reporting, online inquiry and employee self-service. This class is offered on-site and includes guest speakers from DHR, DFM, OGI and PERSI.

July 30 & 31, 2014	8am – 4pm
October 22 & 23, 2014	8am – 4pm
January 28 & 29, 2015	8am – 4pm
April 8 & 9, 2015	8am – 4pm

DSP Advanced User

A one day course designed to take an in-depth look at IPOPS (with both a payroll and personnel emphasis), online reporting, online inquiry and payroll calculation. This class is designed for users that have already been to the DSP Applications Basics class. This class is offered on-site and includes guest speakers from SCO Security and the State Insurance Fund.

September 10, 2014	8am – 4pm
December 3, 2014	8am – 4pm
March 11, 2015	8am – 4pm
June 3, 2015	8am – 4pm

Fiscal Year End

A two-hour course outlining information needed to begin the fiscal year end payroll process. This course will cover important position control action deadlines and take an in-depth look at specific fiscal year end online reports.

Dates to be announced.

Calendar Year End

Calendar year end processes determine accurate taxing information for an employee's W-2. This two-hour course outlines the processing requirements and deadlines in effect for the last few months of the calendar year.

Dates to be announced.

I-Time Leave/Overtime Request

This I-Time feature allows agencies to simplify their current leave/overtime request process by incorporating the requests into I-Time. Once the leave/overtime request has been activated for an agency, an employee cannot submit leave taken on their timesheet without first having the request approved electronically by a supervisor. Training for this feature is done on an agency-by-agency basis and can be done at any time.

For more information about DSP Training classes, please contact Amanda Howes at 334-2394 or dsprtrainer@sco.idaho.gov.

DSA Systems Training

STARS and FAS Basics

As agencies have migrated to our web based Statewide Accounting application or their own up front systems, we have decided it time to modify how we provide instruction for the basics of STARS and FAS. Classes will no longer be held on site at the SCO office. Coming in July, 2014 agencies can access online videos on the basics of both STARS and FAS. These videos will be available on our website under Accounting Applications with the manual documentation.

STARS – FYE Preparation

In-depth training relating to FYE issues: encumbrances, document file, interagency billing, structure changes, warrant cancellations, FAS hold-file, payroll dates and reports. Training includes a review of STARS FYE closing schedule for entries to STARS and year end closing topic-by-topic. Class will be held both on site and via Adobe Connect.

March 24, 2015 9am – 11am

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IBIS: Idaho Business Intelligence Solution

Query Studio

This class is offered for NEW IBIS users and only after they have completed the Adobe Connect getting started session and test out. Query Studio users may not re-register for training prior to 18 months after their original training session.

Prerequisite: An Adobe Connect session will be held one week prior to the class at 1:15 for approximately 1 hour. User will learn how to navigate and generate a simple query. After completion of the session, an email will be sent out with the reports that need to be built and saved for the 4 hour session. Links will be sent to users upon approved class registration.

Learn data and functionality for building ad-hoc reports. Understand how the reporting groups are defined. Class will cover inserting data, building filters to limit data extraction, calculated fields, scheduling reports and review of the statewide reports available for agency use.

July 23, 2014	8am – Noon
September 24, 2014	8am – Noon
November 18, 2014	8am – Noon
January 13, 2015	8am – Noon
March 24, 2015	8am – Noon
May 20, 2015	8am – Noon

Reporting and Review

Closing Package Beginning Session

This session is intended for those new to the reporting process and includes a comprehensive tour of all GAAP closing packages, changes made to the packages, challenges encountered in prior years and review of new accounting standards.

May 14, 2015 8:30am – 11:30am

Closing Package Intermediate Sessions

These sessions are intended for those who are experienced with the reporting process and include a review of changes to the GAAP closing packages, challenges encountered in prior years, and review of new accounting standards.

May 13, 2015 8:30am – 10:30am
 May 14, 2015 1pm – 3pm

Internal Controls

Learn why internal controls are important and who is responsible to keep them in place. Class will cover the primary objectives and 17 points of focus for internal controls.

April 14, 2015 10am – 12pm
 April 15, 2015 8am – 10am

Please direct questions regarding Internal Controls to Chris Stratton at CStratton@sco.idaho.gov and GAAP closing packages and training to Tiffini LeJeune at TLeJeune@sco.idaho.gov