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Calendar of Events

Available Now! [Click here](#) for training registration information

September 1: Project Compass Go-Live

[Click here](#) to download the Project Compass Countdown Calendar



Questions?

Check out these helpful tools for understanding PeopleSoft Financials

PeopleSoft Financials Training

Access online training lessons and course information.

Manager's Toolbox

Tools to help managers guide employees through the transition to PeopleSoft Financials.

Contact Us

Web:
www.compass.emory.edu

E-mail:
compass@emory.edu

Distance Learning Update

Additional Distance Learning courses are available this week.

Available This Week:

- Payment Request Approvals (#260027)
- Expense Report Approvals (#260031)

Other Available Courses:

- Proposal Express (EPEX) (#260032)
- Payment Requests (#260021)
- Expense Reports (#260014)
- GL Basics: Online Journal Entries (#260022)
- GL Basics: Journal Approvals (#260018)
- Research Administration/PS Grants Overview (#260030)
- PeopleSoft Financials Reporting Basics (#260026)
- PS Financials Query Viewer (#260024)
- HR Rep Training on Project Compass (#200287)

[Click here](#) to sign in to the PeopleSoft HR Employee Self-Service to begin the courses.

[Click here](#) for step-by-step instructions to register and access the Distance Learning courses.



Questions about training? [Click here](#) to review the Training FAQs. The FAQs will answer the most commonly received questions about training.

Healthcare Training

Are you a Healthcare employee? Do you have questions about training?



Healthcare employees will receive a special "Healthcare Training Bulletin" this week. The Training Bulletin will answer Healthcare specific questions about training. Until then, check out the basic 1, 2, 3's of training:

1. Review "Getting Started with PeopleSoft Fundamentals/Using UPK," which walks you through how to use the online training tool.
2. Complete "PeopleSoft Fundamentals."
3. Review "Understanding ChartFields and SmartKeys."

These are the mandatory prerequisites that are required before completing any additional courses. [Click here](#) to get started!

If you have specific questions, please contact Liz Daunt-Samford (liz.daunt-samford@emoryhealthcare.org) or Dani Cavallo (daniel.cavallo@emoryhealthcare.org).

Talk to the Experts



Do you have questions following the completion of the Distance Learning? Would you like to "talk it over" with a subject matter expert? Would you like to see the system in action?

If you answered yes, to any of these questions, we invite you to attend the "Talk to the Experts" Webinars and Open Houses.

What are the "Talk to the Experts" Webinars and Open Houses?

The **Webinars** will review key learning points from the Distance Learning courses and provide you with an opportunity to ask the experts questions. The **Open Houses** will allow you to interact in person with our experts, and see how to work with the system "live." The topics include:

- Payment Request & Expense Reports
- General Ledger Basics
- Reporting Intro/Query/nVision
- Proposal Express (EPEX)

[Click here](#) to get more information and to see the webinar and open house schedule.

The first topic is **Payment Requests and Expense Report**. There will be two offerings of each session.

- Webinars: August 11 and 18
- Open Houses: August 13 and 20

The webinar (August 18) and open house (August 20) details will be available in the next bulletin.

Webinar

When: Tuesday, August 11 (1-2 pm)

Webinar Access Information:

To access the webinar,

1. Go to <http://www.meetingcenter.net>
2. Select join meeting
3. Enter meeting number: 593 545 824

To hear the audio, dial into the session using either the toll-free number (1-877-729-4963) or regular number (1-720-239-7282). When prompted, enter the conference code: 4049756358.

Open House

When: Thursday, August 13 (1 – 3 pm)
Location: 1599 Clifton Rd. (lab 1.380)

