

Administrative Services - Group 2

March 9, 2015 – March 13, 2015

Training Syllabus



McClellan Training Center and Statewide Museum Collection Center



**Administrative Services Training
McClellan Training Center – Sacramento
March 9 – 13, 2015**

Monday

<u>March 9</u>	<u>Agenda Topic</u>	<u>Presenters</u>
12:30 – 1:00	Welcome Main Room Target Audience: All	Bober/Carriker
1:00 – 2:00	<u>Information Technology</u> Main Room Target Audience: All	IT Staff
2:00 – 4:00	<u>Personnel</u> Main Room Target Audience: Personnel Liaisons Hiring Docs <ul style="list-style-type: none">• List of hiring documents Time Sheets <ul style="list-style-type: none">• What a timekeeper checks Benefit Forms <ul style="list-style-type: none">• Seasonal Lifeguards, PI, Fulltime Employees Use of LAB and IBT Reports	Personnel Staff
2:00 – 3:30	<u>Budgets</u> Multipurpose Room Target Audience: Budget Liaisons Budget Overview	Budget Staff

**Administrative Services Training
McClellan Training Center – Sacramento
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Tuesday

March 10

Agenda Topic

Presenters

9:00 – 12:00

Personnel

Personnel Staff

Main Room

Target Audience: Personnel Liaisons

FMLA/Pregnancy Disability Leave

Catastrophic Leave

Workers' Comp

1:00 – 4:00

Accounting Services

Accounting Staff

Main Room

Target Audience: Personnel Liaisons

Fiscal Systems Support Unit

Labor Information Database (LID)

DPR 511 (Monthly Work Report)

9:00 – 4:00

Business Services-Contracts

Contracts Staff

Side Room

Target Audience: Fiscal Liaison/Contracts Liaisons

Beginning Contracts

- Basic State contracting concepts,
resources and tools

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March 10

9:00 – 4:00

Agenda Topic

Business Services-Contracts, continued

Presenters

Contracts Staff

Side Room

Intermediate Contracts

- Various SCM Vol. 1 Chapters,
solicitation methods, and contract management

9:00 – 10:30

Budgets

Budget Staff

10:30 – 12:00

Multipurpose Room

Target Audience: Budget Liaisons

Budget Overview (2 presentations)

Wednesday

March 11

9:00 – 4:00

Accounting Services

Accounting Staff

Main Room

Target Audience: Fiscal Liaisons

Fiscal Systems Support Unit

Accounting Intranet Overview

Fiscal Tracking System Overview

Continued on next page

**Administrative Services Training
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Wednesday

March 11

Agenda Topic

Presenters

Main Room

9:00 – 4:00

Accounting Services, continued

Accounting Staff

Accounts Payable Unit

CalATERS/Travel

Concur/Travel Store

9:00 – 4:00

Business Services-Contracts

Contract Staff

Side Room

Target Audience: Fiscal Liaison/Contracts Liaisons

Intermediate Contracts

- Continued – Various SCM Vol. 1 Chapters, solicitation methods, and contract management
- 285s

Thursday

March 12

Accounting Services

Accounting Staff

9:00 – 4:30

Main Room

Target Audience: All

Cashiering Unit

Report of Collections (ROCs)

Deposit Reconciliation

General Ledger Unit

Continued on next page

**Administrative Services Training
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Thursday

March 12

Agenda Topic, continued

Presenters

Expenditure Corrections

Accounting Staff

Billing for Reimbursements

Accounts Payable Unit

DPR 117 Payment Processing and Prompt Time Frames

Questions and Answers

9:00 – 4:30

Business Services-Procurement

Procurement Staff

Side Room

Target Audience: Fiscal Liaisons

Purchasing Overview

PAPOs

Purchasing Related Forms

9:00 – 10:30

Training

Sara Skinner

10:30 – 12:00

Multipurpose Room

Target Audience: All

ETMS Overview (2 presentations)

1:00 – 2:00

Executive Update

Director Lisa Mangat

Main Room

Target Audience: All

**Administrative Services Training
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Friday

March 13

9:00 – 3:30

Business Services - Procurement

Procurement Staff

Main Room

Target Audience: Fiscal Liaisons

Additional Purchasing Approvals/Documentation

CalCard

- Monthly Packets and Access Online

3:30 – 4:00

Close Program

Bober

Main Room

Target Audience: All

The McClellan Training Office is located at 4940 Lang Avenue, McClellan, CA 95652.

Hotels located near the McClellan Training Office:

Lions Gate Hotel & Conference Center (located on McClellan grounds)
3410 Westover Street
Sacramento, CA 95652
(866) 258-5651
<http://www.lionsgatehotel.com/>

Crowne Plaza
5321 Date Avenue
Sacramento, CA 95841
(916) 338-5800
<http://www.crowneplaza.com/hotels/us/en/sacramento/sacne/hoteldetail>

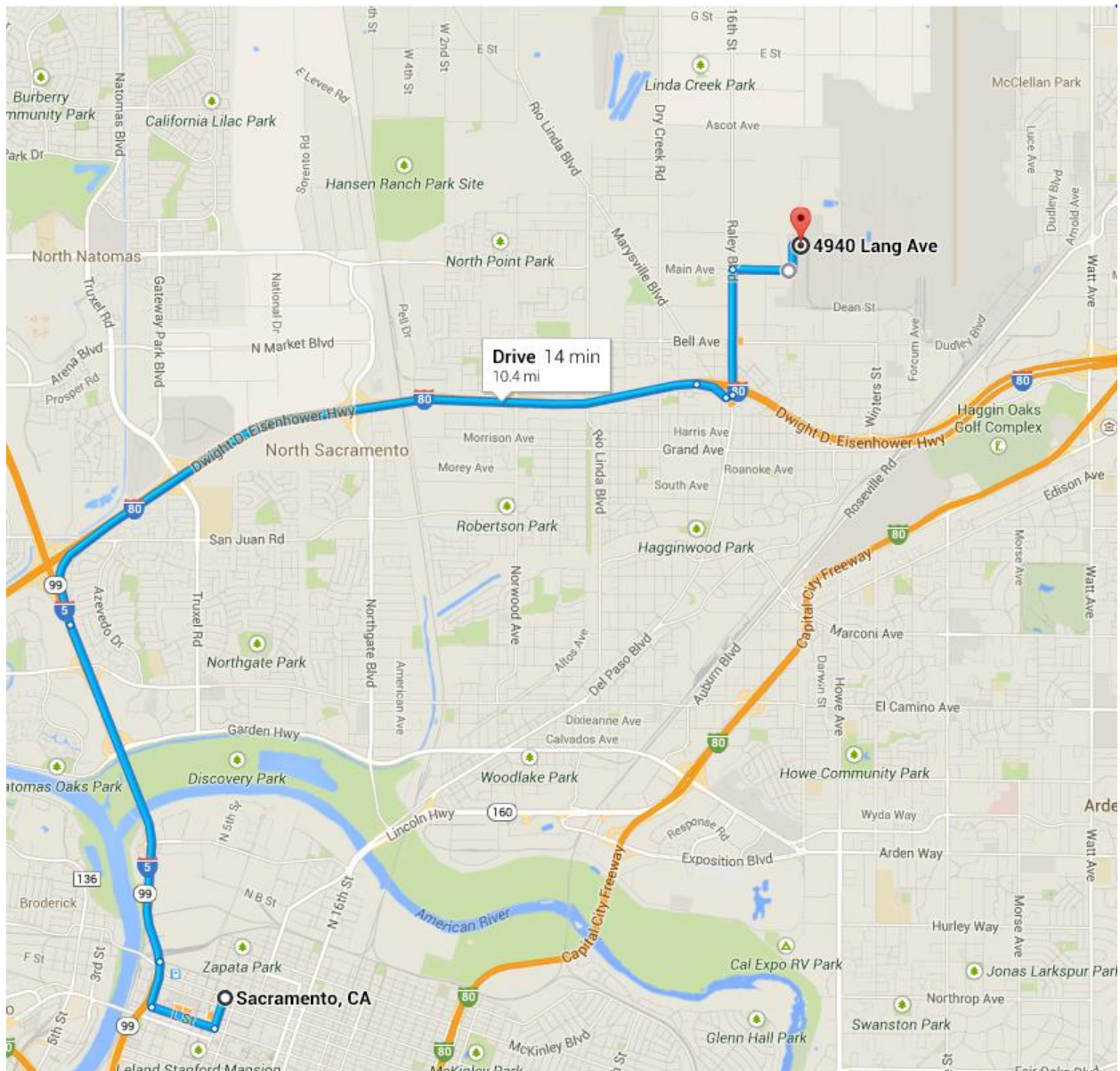
Hilton Garden Inn
Front Desk 916-568-5400
2540 Venture Oaks Way
Sacramento, CA 95833
Reservations Under: Forrest Gardens
Group Code: Parks
9.2 miles from 4940 Lang Ave, McClellan Park, CA 95652 (14 Min Drive)
www.sacramento.hgi.com (main Web page)

Please call the property ask for in-house reservations, tell them you'd like a room that's held under "Forrest Gardens or Parks," give them your credit card number. Any reservations that have not changed the credit card by Friday will be cancelled. When calling the hotel, do not transfer to Central Reservations. Call the front desk 916-568-5400 or sales at 916-286-2303.

Holiday Inn Express & Suites Sacramento NE Cal Expo
Main: 916-923-1100
2224 Auburn Blvd
Sacramento, CA 95821
4.5 miles from 4940 Lang Ave, McClellan Park, CA 95652 (13 Min Drive)
Reservations Under: DPR
www.hiexpress.com/sacramentone

Select the link above to make your reservations or call the front desk ask for "DPR" and give them your credit card information. Any reservations that have not switched out the credit card will be cancelled on Friday.

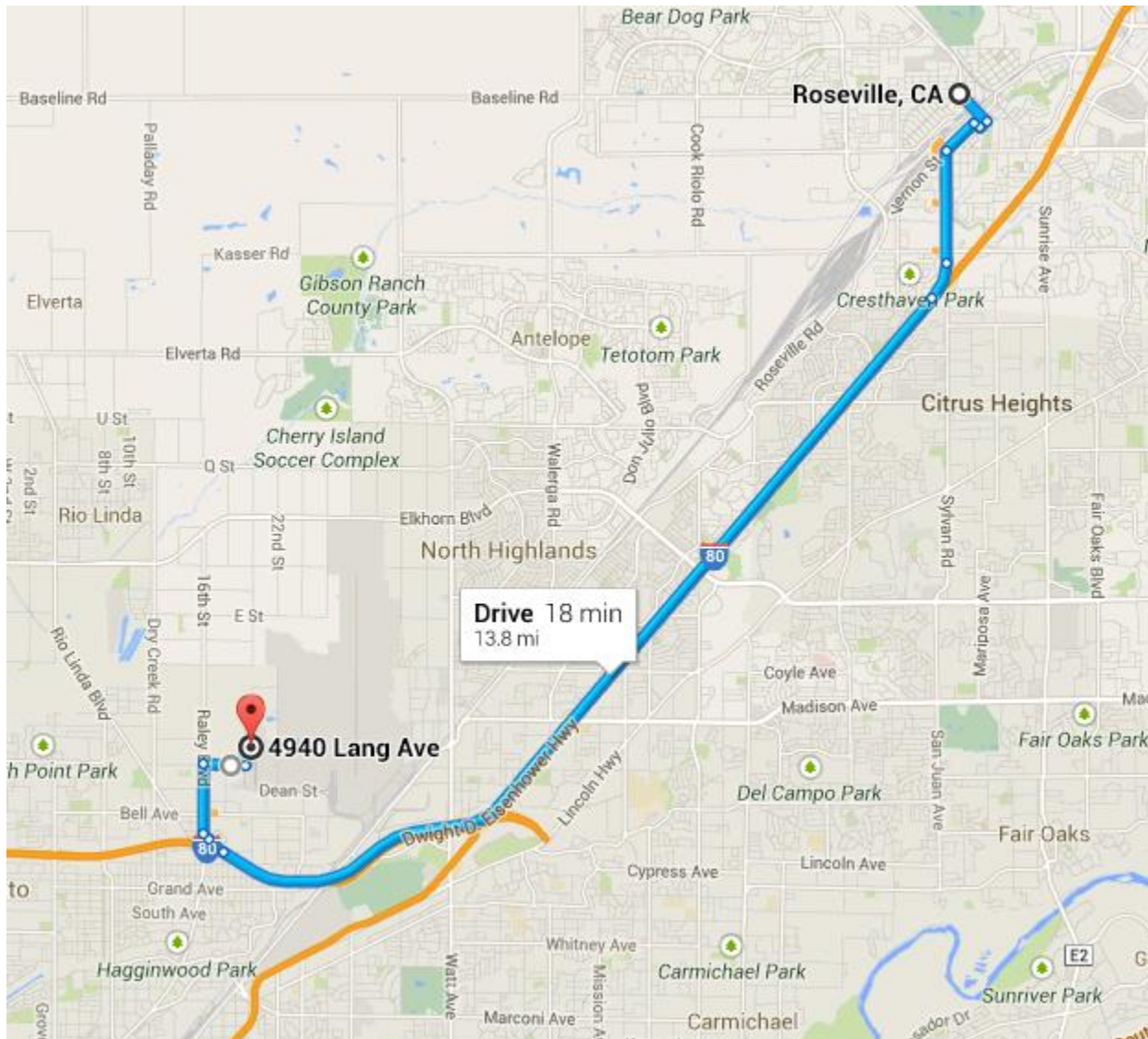
Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



From Sacramento, CA

- Take I-5 N for ~2.5 miles
- Take I-80 E towards Reno for ~5 miles
- Take the Raley Blvd/Marysville Blvd exit (exit 91)
- Make a left and head north onto Raley Blvd for 3 stoplights
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

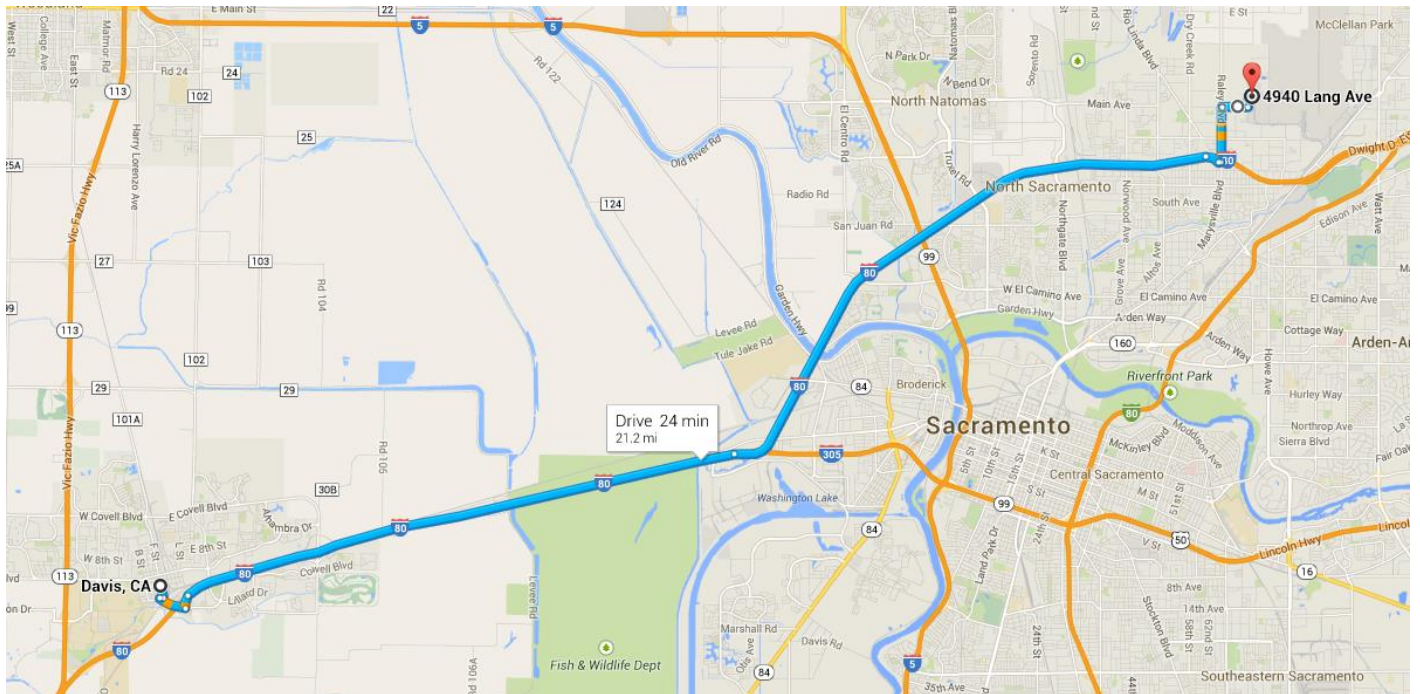
Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



From Roseville, CA

- Take I-80 W towards Sacramento for ~10 miles
- Take the Raley Blvd/Marysville Blvd exit (exit 91)
- Merge right and head north onto Raley Blvd for 2 stoplights
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

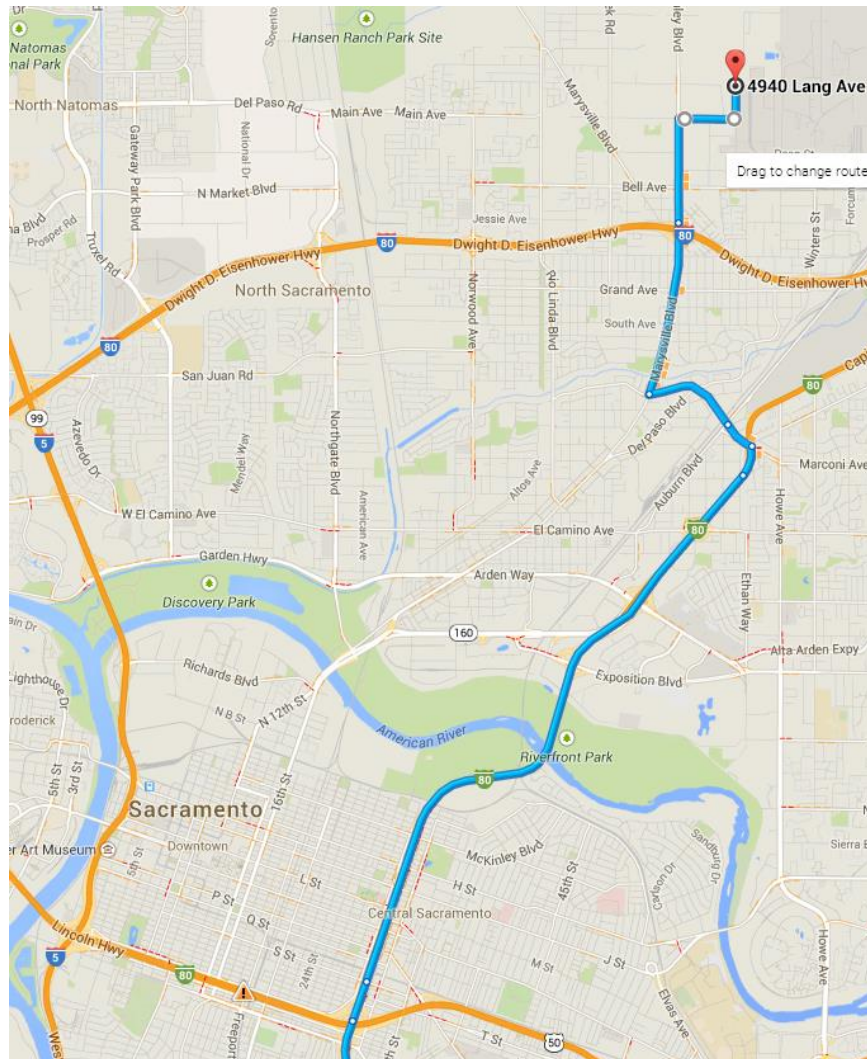
Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



From Davis, CA

- Take I-80 E towards Reno for ~19 miles
- Take the Raley Blvd/Marysville Blvd exit (exit 91)
- Make a left and head north onto Raley Blvd for 3 stoplights
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

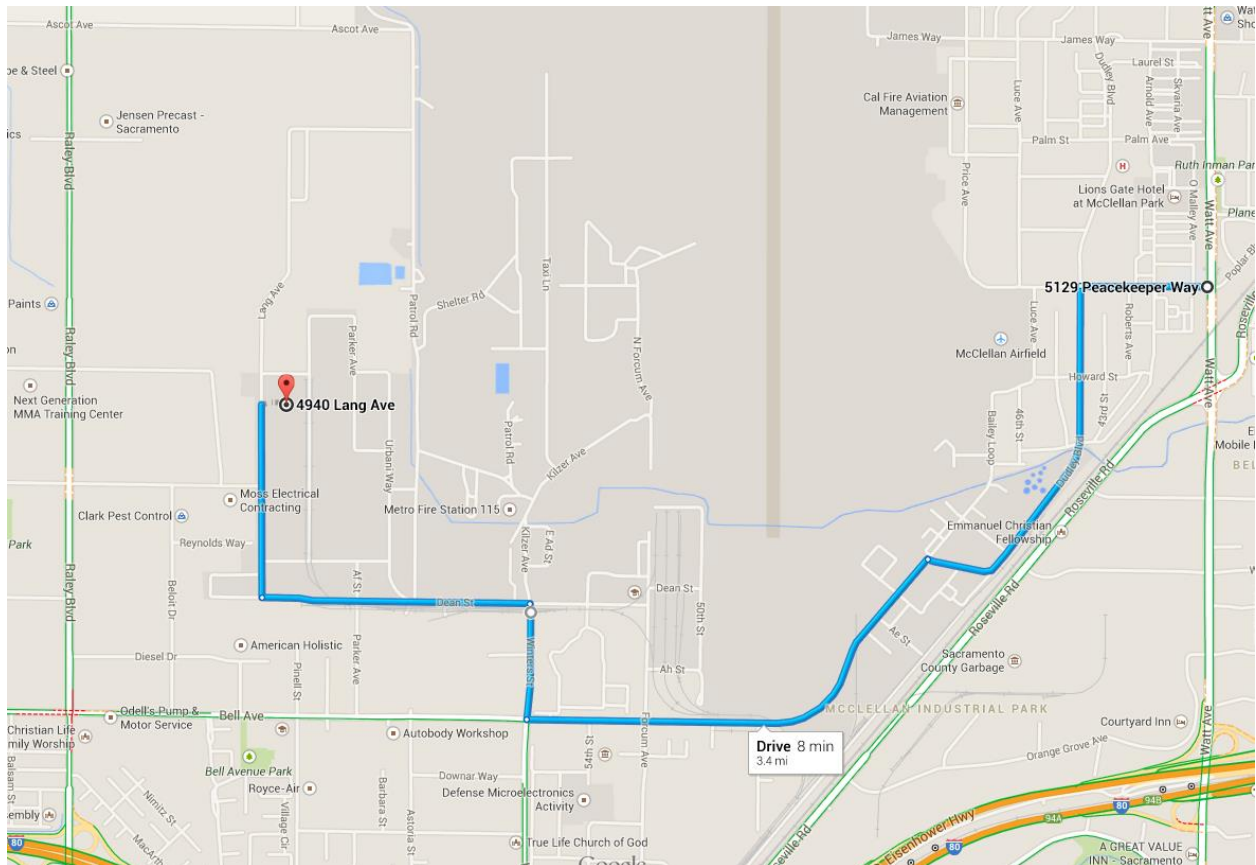
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From CA-99 N, south of Sacramento

- CA-99 N becomes I-80 E Business Route just southeast of downtown Sacramento
- Continue on I-80 E Business Route towards Reno for approx. 5 miles
- Take the Marconi Ave exit, stay in the left lane, turn left onto Marconi over an overpass
- Stay in left/forward lane (not the left turn lane), this lane becomes Arcade Blvd
- Take Arcade Blvd for 0.2 miles, through what looks like a residential area
- Turn right onto Marysville Blvd for 1.3 miles, through a mixed-use area
- Marysville Blvd becomes Raley Blvd when it passes over I-80, continue on for 0.8 miles
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a tall, white water tower.

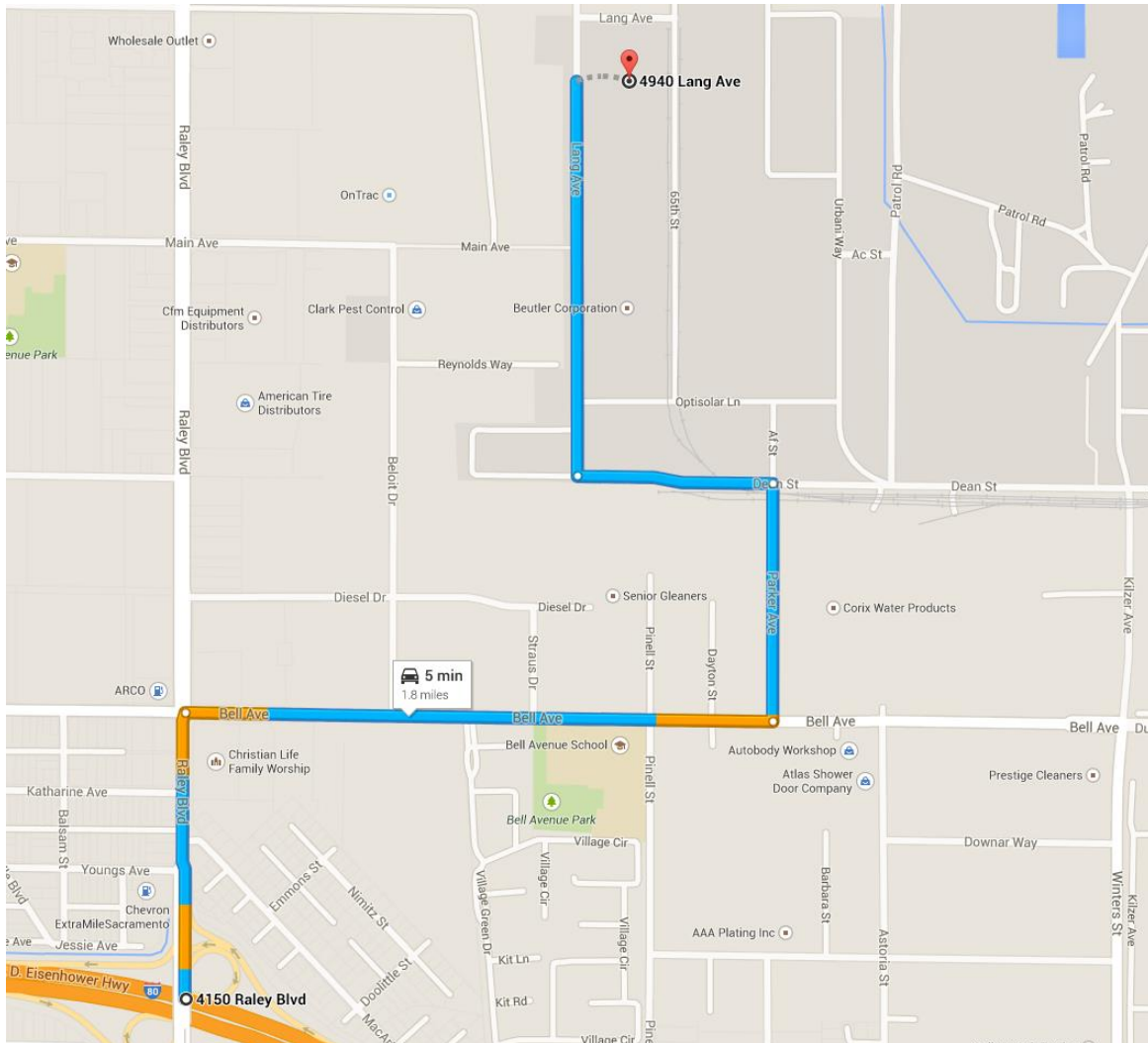
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From Watt Ave / East side of McClellan Business Park

- From Watt Ave, head west on (Peacekeeper Way, Palm Ave, James Way, or Freedom Park Drive – all of these cross Dudley Blvd)
- Turn left onto Dudley Blvd, heading south
- At intersection of Dudley Blvd and Dudley Way, turn left to stay on Dudley Blvd
- Turn right onto Winters Street at light
- After crossing railroad tracks, turn left onto Dean Street
- Dean Street turns right and becomes Lang Ave
- Follow Lang Ave to north end of warehouse row. We are located on the right, at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

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AFTER HOURS (6PM-6AM) ACCESS TO SMCC

DIRECTIONS FROM I-80 - EXIT 91 RALEY BLVD

- 1. HEAD NORTH ON RALEY BLVD** (0.3 MI)

 - 2. TURN RIGHT AT THE FIRST INTERSECTION ONTO BELL AVE** (0.6 MI)

 - 3. TURN LEFT ONTO PARKER AVE** (0.3 MI)

 - 4. TAKE THE 1ST LEFT ONTO DEAN ST** (0.2 MI)

 - 5. TAKE THE 1ST RIGHT ONTO LANG AVE** (0.4 MI)

 - 6. FOLLOW LANG AVE TO END OF WAREHOUSE ROW. FACILITY LOCATED AT 4940 LANG AVE.**
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- 1 - Aerospace Museum of California**
- 2 - Freedom Park**
- 3 - California Family Fitness Center**
- 4 - The Village at McClellan Park**
- 5 - Shell Gas Station/Circle K Market**
- 6 - Drewski's Restaurant/Deli**
- 7 - SAFE Credit Union**
- 8 - BX/Commissary/Food Court**
- 9 - McClellan Conference Center**
- 10 - Lions Gate Hotel/O'Club Restaurant**
- 11 - MCC Airport/Fixed Base of Operations**
- 12 - McClellan Boat/RV Storage**

