

BUSINESS AND FISCAL

March 2–7, 2008

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: February 20, 2008

To: Supervisor

From: Department of Parks and Recreation
William Penn Mott Jr. Training Center

Subject: Employee Attendance at Formal Training

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee after discussion with the supervisor login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and login to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Tina Williams
Department Training Officer (Interim)

Attachment

cc: Participant

TABLE OF CONTENTS

Formal Training Guidelines	1
Directions and Parking	5
Program Attendance Checklist.....	7
Post-Training Evaluation	8
Agenda.....	9
Program Outline	11
Learning Goals	12

***Mission Statement
Training Office***

***The mission of the Training Office is to improve organizational
and individual performance through consulting, collaboration,
training and development.***

TRAINING CENTER STAFF

Tina Williams..... Department Training Officer (Interim)
Pat Bost Office Manager
Joanne Danielson Academy Coordinator
Chuck Combs..... Training Specialist
Dave Galanti Training Specialist
Summer Kincaid..... Training Specialist
Michelle Gardner..... Cadet Training Officer
Connie Breakfield..... Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Edith Alhambra..... Assistant Program Coordinator
Bill Spencer Assistant Program Coordinator
Eric Marks Assistant Program Coordinator

THE MISSION

of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center and, most recently, the Two Rivers Training Facility in Sacramento. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus. The syllabus outlines what you can expect from this training and what is expected of you. It also details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **TRAINING LOCATION:** The training for this program will occur at the Two Rivers Training Facility located at One Capitol Mall, Suite 350, Sacramento, CA 95814. One Capitol Mall is located on Capitol Mall (a street in downtown Sacramento), immediately east of the historic Tower Bridge. The building is immediately to the south of the Old Sacramento tourist area. [A map and directions to the training facility are provided as an attachment to this syllabus.](#)
2. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.

3. PRE-TRAINING ASSIGNMENTS: Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading and other assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)
4. TRAVEL: Arrange your travel to and from Sacramento through your District or Office. (No reimbursement for travel expense -- including per diem costs -- will be approved for travel not specifically authorized in advance by the District Superintendent.) Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.1. The Training Office does not have the capability to provide transportation to or from the Sacramento International Airport.
5. HOUSING: **The Training Office has reserved rooms at the Hawthorn Suites for individuals who reside outside of the Sacramento region only. You will need to call or email Eric Marks at 916-319-9653 or emarks@parks.ca.gov before February 22, 2008 to secure your lodging. Please state that you are with the Department of Parks and Recreation Business and Fiscal Group 11 and confirm your lodging request.**

Your accommodations will be paid for by the Training Office. You may choose to stay in another facility; however, securing lodging at another location will be at the participant's own expense. Housing will be available from 3:00 p.m. on the date of arrival until 12:00 noon on the date of departure. If you need to cancel or change your reservation, you must contact Eric Marks directly. When you arrive at the Hawthorn Suites, go directly to the front desk for your room key.

The hotel is located at 321 Bercut Drive, Sacramento. Directions to the hotel are included on page 5 of this syllabus.

6. MEALS: Meals are arranged at the discretion of the participant. There are numerous restaurants within walking distance of the Two Rivers Training Facility and elsewhere in the downtown Sacramento area. The Training Office will reimburse the cost of your meals at the current per diem rate. Send a Travel Expense Claim (Std. 262a) to Mott Training Center for approval and processing. (The Training Center will reimburse meals starting with dinner on the first day and ending with lunch on the last day.)
7. PARKING: There is a public lot (the Tower Bridge lot, operated by the City of Sacramento) located directly west of the One Capitol Mall building where your training will occur. Directions are on page 6 of this syllabus. You will be reimbursed for parking by the Training Center via a Travel Expense Claim (Std. 262a).

8. CLOTHING: **Field Uniforms are not required.** Professional business attire should be worn.

One Capitol Mall houses both Department offices and offices of numerous private sector organizations. As such, the image we project as State Park employees is important. The clothing you wear should be appropriate.

9. BREAK TIMES: Participants will be given break times throughout the training day to visit the first-floor coffee kiosk, make telephone calls, etc. Please be considerate of your fellow Department employees and other groups working in adjoining office spaces by not requesting from them special use of telephones, copiers, fax equipment, etc. In addition, please be considerate of your fellow employees' work schedules by limiting your visitation to other Department offices during breaks or before or after formal training. Loud conversations, laughter, etc. should not be conducted in the hallway areas at any time.
10. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
11. TRAINING OFFICE STAFF: Summer Kincaid (916-319-9657) is your contact while attending the course and has been assigned responsibility for your training group as well as for your training program. During the program, you may be asked to assist Training Office staff in the logistics of your training program; please work with Training Staff to help make your training experience pleasant and meaningful.
12. TRAINING MATERIALS: Training materials may be made available to you at both your unit and the Two Rivers Training Facility. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Bring your own pens and pencils.
13. ATTENDANCE: Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
14. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.
15. FAX: The Two Rivers Training Facility's FAX number is (916) 319-9656.

16. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (916) 319-9657.
17. COLLEGE CREDIT: Most Training Office programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
18. **MPC STUDENT ID:** If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birthdate.

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReq&Program=REPORT-SR-FIND-SSN>

Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.

19. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.

**California State Parks
Two Rivers Training Facility
One Capitol Mall, Suite 350
Sacramento, CA 95814**

Directions

Downtown Sacramento streets are labeled numerically and alphabetically. The Two Rivers Training Facility is located at One Capitol Mall, Suite 350, which is a private sector office building located on Capitol Mall (a street name) immediately east of the Tower Bridge (notable for its gold paint color).

Capitol Mall (the street) extends west from the steps of the State Capitol to the Tower Bridge. Although access to the building is possible from either the west (across the bridge from West Sacramento) or east (from the Capitol and downtown Sacramento), access to the parking facility can only be gained going westbound (from downtown Sacramento and the Capitol).

Entrance to One Capitol Mall is on the south side of the building, across from the Embassy Suites hotel. Take the lobby elevators to the third floor and proceed all the way down the hallway (making a left turn as you go) to Suite 350.

One Capitol Mall is not directly served by Sacramento's light rail system.

Driving Directions:

From **Sacramento Airport:** Drive south on Interstate 5 (towards downtown Sacramento) about nine miles to the J Street exit. Keep to the far right as you exit the freeway. Turn right on 3rd Street (which is the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **north:** Use the Sacramento Airport directions from either southbound Interstate 5 or southbound Highway 99 (which runs into Interstate 5 north of downtown Sacramento).

From points **west:** Take Interstate 80 eastbound to Highway 50 / Business Interstate 80. Continue east to Interstate 5, head north to the J Street exit. Turn right on 3rd Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **east:** Take Interstate 80 or Highway 50 to Interstate 5 (downtown Sacramento). Head north on Interstate 5 to the J Street exit. Turn right on 3rd Street (the stoplight at

the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points south:

From northbound Highway 99, proceed to downtown Sacramento. Go west on Highway 50 to northbound Interstate 5. Head north on Interstate 5 to the J Street exit. Turn right on 3rd Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From northbound Interstate 5, head north to downtown Sacramento. Continue north to the J Street exit. Turn right on 3rd Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

Parking

Parking is at the Tower Bridge lot, operated by the City of Sacramento, located directly west of One Capitol Mall. Entrance to the parking lot is off of Front Street, which is the right turn between One Capitol Mall and the Tower Bridge. Access to Front Street can only be accomplished from westbound Capitol Mall (from downtown Sacramento). Participants traveling eastbound from West Sacramento need to make a “U” turn to come back westbound to enter Front Street.

Parking cost is \$15 per day, subject to change without notice. Parking fees will be reimbursed by the Training Office using a Travel Expense Claim (Std. 262a).

**DIRECTIONS TO THE HAWTHORN SUITES
321 BERECUT DRIVE, SACRAMENTO, CA 95814**

From the NORTH:

Take I-5 South toward Sacramento/Yuba City
Exit Richards Boulevard
Turn LEFT onto Richards Boulevard
Turn LEFT onto Bercut Drive
End at 321 Bercut Drive, Sacramento, CA 95814

From the SOUTH

Take I-5 North toward Redding
Exit Richards Boulevard
Turn RIGHT onto Richards Boulevard
Turn LEFT onto Bercut Drive
End at 321 Bercut Drive, Sacramento, CA 95814

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the Two Rivers Training Facility, the following checklist is provided.

- Participants who reside outside of the Sacramento area should contact Eric Marks immediately at 916-319-9653 or at emarks@parks.ca.gov to confirm Sacramento lodging. Please inform Eric concerning any requests you may have concerning accommodations and/or accessibility. Lodging will be reserved at the Hawthorn Suites, 321 Bercut Drive, Sacramento. Securing lodging at another location will be at participant's own expense.**

- Be sure you have read and understand the Business and Fiscal Program Syllabus prior to the first scheduled session.

- Arrange your travel through your District/Section Office.

- Bring the following with you to training:
 - Business and Fiscal Group 11 Program Syllabus
 - Professional business attire (uniforms are not required for this program)
 - Pens and pencils
 - Coffee cup

If you have questions or need assistance, contact Eric Marks, Assistant Program Coordinator:

Phone: 916-319-9653
Fax: 916-319-9656
Email: emarks@parks.ca.gov

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed).

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

BUSINESS AND FISCAL GROUP 11- AGENDA
TWO RIVERS TRAINING FACILITY – ONE CAPITOL MALL, SUITE 350
MARCH 2-7, 2008

Sunday
March 2

1500- *Check-in at the Hawthorn Suites*

Monday
March 3

0800-0900	Orientation and Welcome	Coleman/ Paschal/Kincaid/ Marchetti
0900-1100	Purchasing Authority Under \$5,000	Miranda/Stone
1100-1200	Purchasing Authority Over \$5,000 and Amendments	Ibarra/Stone
1200-1315	LUNCH	
1315-1430	Purchasing Authority Over \$5,000 and Amendments (continued)	Ibarra/Stone
1430-1530	PIA	Ibarra
1530-1630	Buy Recycled Program	Daum

Tuesday
March 4

0800-1000	IT Purchases	Hosmann
1000-1200	CALCard	Hosmann
1200-1315	LUNCH	
1315-1430	DPR 285 - Agreement for Services	Bayoneta/ Moreno/ Vanderbeck
1430-1530	DPR 117 Process	Bayoneta/ Vanderbeck
1530-1630	Telecommunications	Hurtig/Kelly/ Breedlove

Wednesday
March 5

0800-1000	APPM Unit - SB/ DVBE	Croly
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BUSINESS AND FISCAL GROUP 11- AGENDA
TWO RIVERS TRAINING FACILITY – ONE CAPITOL MALL, SUITE 350
MARCH 2-7, 2008

1000-1200	Payables Unit - How to Pay an Invoice - Prompt Payment Act - DPR 117 - Disputed Invoices - Common Errors - DPR 229	Carranza/ Livingstone
1200-1315	LUNCH	
1315-1430	Encumbrances	Ortega
1430-1630	Cashiering Unit - Bank Deposits - Report of Collections - Refunds	Jones

Thursday
March 6

0800-0900	General Ledger Unit - DGS Transfers - DPR 885 - Reimbursement Overview/CID	Ortega Fong Hue/Louie
0900-1200	Travel Unit - CalAters - Relocation Overview - DPR 61, Request for Revolving - Fund Check	Martin/Trejo Tell Cathey
1200-1315	LUNCH	
1315-1400	Utility Payments	Cathey
1400-1700	Fiscal Systems Unit - Web Focus Demo - Intranet Website - DPR 204, Process and - Vendor Search	Zehnle/Bailey White/Quinn White/Quinn

Friday
March 7

1200-	<i>Hotel Check-Out</i>	
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BUSINESS AND FISCAL GROUP 11

<u>PROGRAM OUTLINE</u>	TOTAL HOURS
Orientation and Welcome.....	1.00
Purchasing Authority Under \$5,000	2.00
Purchasing Authority Over \$5,000 and Amendments.....	1.25
PIA	1.00
Buy Recycled Program.....	1.00
IT Purchases	2.00
CALCard	2.00
285 Agreement for Services.....	1.25
117 Process	1.00
Telecommunications	1.00
SB/DVBE.....	2.00
Payables	2.00
Encumbrances75
Cashiering	2.00
General Ledger	1.00
Travel	3.00
Utility Payments75
Fiscal Systems	2.00
Program Evaluations and Closing.....	<u>1.00</u>
TOTAL HOURS	28.00

BUSINESS AND FISCAL TRAINING

ORIENTATION AND WELCOME

Purpose: The course content and logistics of the Two Rivers Training Facility will be reviewed.

Performance Objectives: By the close of the session the participant will

1. Review the course content, procedure, grading, and evaluation process.
2. Adhere to all Two Rivers Training Facility Guidelines.

BUSINESS AND FISCAL SERVICES

Purpose: To facilitate a working knowledge of various procurement and payment processes within California State Parks. Enable participants to research fiscal and accounting issues resourcefully and to identify whom to contact within the Business and Fiscal Services sections for questions and guidance.

Performance Objectives: By the close of the session the participant will be introduced to and have familiarity with the following topics:

- Purchases and purchasing authority under \$5,000
- Purchases and purchasing authority over \$5,000 and amendments
- Prison Industry Authority (PIA) purchases
- Buy Recycled Program
- IT Purchases
- CALCard
- DPR 285 - Agreement for Services
- DPR 117 process for services
- Telecom
- Small Business and Disabled Veterans' Enterprises (SB/DVBE)
- How to pay an invoice
- Prompt Payment Act
- Disputed invoices
- Common errors
- DPR 229
- Encumbrances
- ZBA deposits
- Refunds
- DGS Transfers
- DPR 885
- Reimbursement overview – CID
- CalATERS

- Relocation claims
- Utilities payments
- DPR 61 – Request for Revolving Fund Check
- Webfocus
- Intranet website
- Vendor Search – DPR 204 process

PURCHASING

Purpose: The participants will be introduced to the proper purchasing procedures set by DGS, which will give them the necessary skills to perform everyday purchasing.

Performance Objectives: By the close of the session the participant will

1. Properly complete a PAPO.
2. Review the forms needed for each individual purchase and practice completing them properly.
3. Research ways to seek out vendors with an emphasis on SB/DVBE solicitations.
4. Review DGS purchasing rules and regulations.
5. Describe the different types of State contracts available.

PURCHASES OVER \$5,000 AND AMENDMENTS

Purpose: Participants will be introduced to the proper procedures and documentation for making purchases over \$5,000. This session will also help the participant develop an understanding of when an amendment is required.

Performance Objectives: By the close of the session the participant will

1. Practice completion of all forms required for making purchases over \$5,000.
2. Describe how to obtain forms from the intranet and or share drive.

PRISON INDUSTRY AUTHORITY (PIA)/DGS

Purpose: Participants will know which products and services are offered by PIA. Participants will learn how to complete a PIA waiver form and their roles in the DGS process.

Performance Objectives: By the close of the session the participant will

1. Describe the different products and services currently offered by PIA.
2. Complete a PIA waiver form.
3. Review how to determine the coding for DGS.
4. Describe what to do if an incorrect charge is found.

IT PURCHASING

Purpose: To provide information about purchasing IT goods under \$5,000 and the purchasing of IT goods over \$5,000 on State contract. Participants will know how to locate a contract online and contact the sales representative. Participants will have knowledge of the paperwork needed to purchase these goods and be provided with tips on how to use and fill out the DMCR online.

Performance Objectives: By the close of the session the participant will

1. Describe how to use and fill out the DMCR online.
2. Identify what documents and back up paperwork are needed to purchase IT goods over/under \$5,000 on state contract.

CALCARD

Purpose: To expand current knowledge of the AccessOnline with US Bank.

Performance Objectives: By the close of the session the participant will

1. Use a computer to practice accessing the US Bank website in order to create favorites, save favorites, create accounting streams for future use, and run reports.

BUY RECYCLED PROGRAM

Purpose: To educate participants on the goals and requirements of the Buy Recycled Program. Participants will learn the why, what, and how of purchasing recycled products.

Performance Objectives: By the close of the session the participant will

1. Describe the why, what, and how of purchasing recycled products; certification

purpose, process, and forms.

2. Identify product categories required to report and the Buy Recycled Program goals.
3. Review other environmental DPR programs (EPP and Recycling) and resources for information.

CONTRACTS

Purpose: To learn how to fill out the revised DPR 285 and DPR 117 (not revised).

Performance Objectives: By the close of the session the participant will

1. Practice completing the revised DPR 285 and DPR 117 documents.
2. Describe the meaning and importance of each field on the forms.
3. Review the delegation authority/approval process, legal authority, and contracting rules.

TELECOMMUNICATIONS

Purpose: To provide information about the affect the new CalNet II Telecommunications contract has had on services and bills for hardwired telephone service. Participants will be introduced to the many different formats for bills from various vendors who provide telephone service to California State Parks. Participants will know how to complete a DPR 117 for utility invoices, and how to relate a vendor ID with the vendor's payment center. Tips will be provided on how to validate charges on the bills.

Performance Objectives: By the close of the session the participant will

1. Review the differences between the old and new AT&T bill format.
2. Describe the steps to process a utility invoice on a DPR 117.
3. Identify ways to validate charges on the invoices.

SMALL BUSINESS (SB) AND DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PROGRAMS

Purpose: Encourage participants to utilize SB/DVBE whenever possible for purchasing goods and contracting for services.

Performance Objectives: By the close of the session the participant will

1. Identify SB/DVBE through the following sources:

- Department of General Services (DGS) Office of Small Business and DVBE Services (OSDS) vendor database: <http://www.pd.dgs.ca.gov/smbus/default.htm>
- The California DVBE Intranet site: http://isearch.parks.ca.gov/?page_id=858
- DVBE Directory (hard copy)

ACCOUNTS PAYABLE

Purpose: Participants will understand the different payable forms that the Department uses. The Prompt Payment Act will be introduced and where to find funding information from the various accounting databases.

Performance Objectives: By the close of the session the participant will

1. Describe the difference between the DPR 229 and 526C.
2. Practice completing a DPR 117.
3. Describe the Prompt Payment Act.
4. Practice using CID to get the necessary information for completing a DPR 117.

ENCUMBRANCES

Purpose: To understand the different encumbrance forms that the Department uses. Participants will learn where to find PCA and funding information from the various accounting databases.

Performance Objectives: By the close of the session the participant will

1. Review each encumbrance form used by the Department.
2. Practice using CID to view encumbrances, look up a PCA, and locate funding information necessary for funding certificates.

BANK DEPOSITS AND REPORT OF COLLECTIONS (ROC)

Purpose: To inform participants of the time frames required for completing bank deposits and Report of Collections (ROC) documents. Information will be provided to

assist participants with accurate completion of bank deposits and ROCs, so that receipts are promptly recorded in the Department's accounting records.

Performance Objectives: By the close of the session the participant will

1. Practice completing bank deposits and ROCs.
2. Adhere to the timelines for submitting bank deposits and ROCs.
3. Review ways to correct deposit and ROC errors.
4. Identify when to contact Accounting-Cashiering to establish an account receivable.

EXPENDITURE CORRECTION REQUESTS – DPR 885

Purpose: The participant will learn how to request an expenditure correction if an error is found on an operating expense or expenditure when reconciling CID.

Performance Objectives: By the close of the session the participant will

1. Review the DPR 885 form and identify where the form can be found on the share drive.
2. Describe what corrections can be made to an expenditure.
3. Recognize expenditure errors in CID and complete a DPR 885 to reflect the corrections.

REIMBURSEMENTS

Purpose: Participants will learn how to monitor the expenditures and advance collections.

Performance Objectives: By the close of the session the participant will

1. Practice verifying reimbursement expenditures in CID for accuracy.
2. Navigate through CID on the balance for advance collections.
3. Review roles for working with Accounting on reimbursement invoicing.

RELOCATION OVERVIEW

Purpose: To assist participants with determining which personnel transactions require offers of full relocation and which transactions permit offers of partial relocations. Tips for assisting employees through the relocation process will be reviewed. Participants will receive a high-level overview of the Department of Personnel Administration (DPA) Relocation Program.

Performance Objectives: By the close of the session the participant will

1. Describe when an offer of relocation is mandatory and when an offer of relocation is permitted.
2. Review the Internal Revenue Service Distance Test.
3. Describe the Relocation Process.

CALATERS

Purpose: Participants will be able to create a travel advance request and a travel expense reimbursement claim for approval.

Performance Objectives: By the close of the session the participant will

1. Create and submit a travel advance request for approval.
2. Create and submit a travel expense reimbursement claim for approval.

REQUEST FOR REVOLVING FUND CHECKS – DPR 61 PROCESS

Purpose: Participants will learn what types of payments can be made through the office revolving fund and the required documentation needed to process the request.

Performance Objectives: By the close of the session the participant will

1. Describe what types of payments can be made through the office revolving fund and the appropriate documentation required.

UTILITIES

Purpose: Participants will learn what utility companies fall under the authority of the Public Utilities Commission verses the California Prompt Payment Act regarding late

penalties the Department is required to pay. Participants will also learn how to ensure the utility account is reconciled properly.

Performance Objectives: By the close of the session the participant will

1. Identify when the Department is required to pay a late penalty for utility invoices.
2. Review what to watch for while reconciling a utility account.

FISCAL SYSTEMS – ACCOUNTING SERVICES INTRANET NAVIGATION

Purpose: To show participants what is available on the Intranet for Accounting Services. Participants will be shown the correct way to look-up a vendor and to request a vendor be added to the vendor list.

Performance Objectives: By the close of the session the participant will

1. Demonstrate, using the Intranet, how to find assignments and phone numbers for Accounting Staff.
2. Review informational pamphlets and memos available on the Accounting Intranet site.
3. Describe the process to request a new vendor.
4. Discuss when and where to send the STD 204 form.
5. Identify vendors on the Vendor Database.
6. Identify and activate a Vendor Number previously purged from CALSTARS.

FISCAL TRACKING UPDATE AND DEMO

Purpose: Provide update on the progress and direction of the Fiscal Tracking Project.

Performance Objectives: By the close of the session the participant will

1. Review the completed fiscal tracking screens, reports, and functions.
2. Discuss the history of the Fiscal Tracking Project.
3. Review an outline of future plans for the Fiscal Tracking Project.