Agenda

- Announcements (Raquel Espinosa, Research Administration)
  - Research Administrators Training
  - Chief of Service Codes & InfoEd Update
  - Default PeopleSoft Fund

- PeopleSoft Training (Kathleen Kelleher, HR, Partners)
## Quarterly Training Schedule 2010

<table>
<thead>
<tr>
<th>Course</th>
<th>January</th>
<th>April</th>
<th>July</th>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Pre-Award Concepts &amp; Services</td>
<td>1/19</td>
<td>4/2</td>
<td>7/2</td>
<td>10/1</td>
</tr>
<tr>
<td>Overview of Hospital Cost Principles/NIH Grant Policy Statement</td>
<td>1/21</td>
<td>4/5</td>
<td>7/5</td>
<td>10/4</td>
</tr>
<tr>
<td>Overview of RM Policies</td>
<td>1/26</td>
<td>4/8</td>
<td>7/8</td>
<td>10/7</td>
</tr>
<tr>
<td>Intro Research Finance Concepts &amp; Services</td>
<td>1/28</td>
<td>4/12</td>
<td>7/12</td>
<td>10/11</td>
</tr>
<tr>
<td>Intro to Post-Award Concepts &amp; Services</td>
<td>1/29</td>
<td>4/9</td>
<td>7/9</td>
<td>10/8</td>
</tr>
<tr>
<td>OMB Circular A-110</td>
<td>2/1</td>
<td>4/15</td>
<td>7/15</td>
<td>10/15</td>
</tr>
<tr>
<td>Subcontracts &amp; Submonitoring</td>
<td>2/4</td>
<td>4/16</td>
<td>7/16</td>
<td>10/19</td>
</tr>
</tbody>
</table>

All classes are held at 101 Huntington Avenue, Boston, 3rd floor large conference room. Please search in PeopleSoft to view times and to request enrollment! See next page for instructions.
Signing up for classes in PeopleSoft is easy!

- To register for courses, go to PeopleSoft Employee Self Service and complete the following steps:
  - enter your user ID and password
  - click on HRMS Production
  - click on Self Service
  - click on Tasks
  - click on Request Training Enrollment
  - click on Search by Course Code
  - type in PHSR (has to be in all caps) and hit search to obtain the listing of all trainings scheduled to date

- After you complete these steps, advise your manager that you have put in a training request and ask him/her to log into the PeopleSoft work list to review and approve your request. Your manager must review and approve your request for registration before you are officially enrolled in the course.
Questions?
Contact

Raquel Espinosa
Phone: 617-855-2868
respinosa@partners.org
respinosa@mclean.harvard.edu
respinosa@mclean.harvard.edu