

March Training Schedule

Attend Free Campus Training!

All March training will be held in ELC 206 and will start at 2:00pm.

“Teachers open the door, but you must enter by yourself.”

– Chinese Proverb

Campus Training Committee:

- Mike Humes, Chair
- Sheri Butler
- Cambria Conlin
- Meaghan Cottam
- Lauri Garfield
- David McGuire
- Julie Merrell
- Mark Miller
- Paula Mitchell
- Dina Nielsen



Thur, March 4th: The Post Office

Taught by Bruce Barclay

This will be a good time to ask the professionals your questions about SUU mailings and requirements as they relate to USPS. We will cover any concerns you have and let you know about our products and services. It will also be a good opportunity to learn what SUU Mail Services and Post Office can do for you and your department.

Thur, March 11th: Internet Native Banner Basics

Taught by the Controller's Office Accountants

For employees who have been designated by his/her department to be responsible for general ledger management. Learn how to view revenue/expense detail, determine how much money is left in your budget, and download transaction detail.

Thur, March 18th: Reconciling Your Accounts to Banner

Taught by Sheri Butler

This training will help you learn ways to help reconcile your accounts to Banner. Sheri will share the Excel spreadsheets she uses, demonstrate some screens that are helpful and answer questions.

Please RSVP to Julie Merrell

juliemerrell@suu.edu or 586.7754