

The Organizational Excellence Classified Training Branch

Is Offering School Based Webinar Classes via Zoom

Please register through: [MyPLN](#)

We Hope to See You There!



Class Title	Date	Time	Description
Cumulative Records Secondary- End of the year Procedure	6/17/2021	9:30 -12:30	Maintenance, preparation, and organization of Secondary Cumulative records after they culminate from middle school or graduate from senior high school.
Cumulative Records Secondary Maintenance	2/4/2021	9:30-12:30	Preparation, organization and maintenance of Secondary Cumulative Records at the beginning and ending of each semester.
Current Time Reporting	3/18/2021 & 5/13/2021	9:30-12:30	Up-to-date payroll concepts, explain absences and attendance type codes, time reporting corrections process, common SAP time-entry reports.
Imprest Fund Accounting- Basics	2/9/2021 & 4/6/2021	10:00 – 12:00	Imprest cycle, Reconciliation exercises, Retention of Records, and Organization of records.
Imprest Fund Accounting- Intermediate	2/23/2021 4/8/2021 6/24/2021	9:30- 12:30	Donation procedures, Reconciliation exercises, Organization of records, attachments needed for Travel and Attendance at Conferences or Convention/Admission to field trips.
P-Card Policies and Procedures	2/11/2021 4/15/20201 6/15/2021	9:30-12:30	Cardholder and approving official's role and responsibilities, P-Card reconciliation procedures, do's and don'ts, and organization of records.
Secondary Office Procedures for Office Technicians	2/18/2021	9:30-12:30	Office organization procedures, benefits of being organized and organizational barriers. Record retention period and organization on documents related to Secondary Enrollment and Secondary Cumulative Records according to LAUSD Policies and Procedures.
Secondary Office Procedures for School Administrative Assistants	2/25/2021	9:30 – 12:30	Office organization procedures, benefits of being organized and organizational barriers. Record retention period and organization on documents related to Payroll, P-Card, Shopping Cart, Budget, Imprest and Student Body Account according to LAUSD Policies and Procedures.
Elementary Student Body Accounting Management	2/2/2021 3/9/2021 4/13/2021	9:30-12:30	Overview of how to properly post transactions, handle Non-Sufficient Funds, Journal Entries, reconciliation of monthly reports, and record organization.
Student Body Accounting Management- End of the Year Procedures	5/18/2021 & 6/23/2021	9:30 – 12:00	Review end of the year procedures in regards to Student Body activities and reports.
Time Reporting Fundamentals	3/15/2021 & 5/11/2021	9:30-12:30	Time Reporter and Time Approver responsibilities, payroll concepts, payroll calendars, define attendance and absence codes, and summarize benefits time projections.
Time Reporting Fundamentals- Lump Sum Differentials	1/26/2021 & 6/22/2021	10:00 -12:00	Learn how to time report Lump Sum Payment of Differentials using the Employee List by Cost Center