PPS TRAINING
PPS training is mandatory for those who prepare and/or review personnel transactions, and/or process payroll time.

Spring 2016 - Schedule of Classes

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Date and Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS Basics (Required for All)</td>
<td>Tues. 04/12/16 8:30-12:00</td>
<td>Human Resources Learning Center 3101DD SAASB</td>
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<tr>
<td>Employee Database Update Lab (Required for Preparers, Time Reporters, and PAN Reviewers)</td>
<td>Fri. 04/15/16 8:30-12:00</td>
<td>Social Sciences &amp; Media Studies Labs 1301 &amp; 1302 Two EDU labs offered at the same time in adjoining rooms. Sign up for one session only.</td>
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<tr>
<td>Online Time Reporting Lab (Required for Preparers and Time Reporters)</td>
<td><strong>Choose only one session:</strong> Fri. 04/22/16 9:30-11:30, Fri. 04/22/16 2:00-4:00, Fri. 04/29/16 9:30-11:30, Fri. 04/29/16 2:00-4:00</td>
<td>Social Sciences &amp; Media Studies Lab #1005</td>
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Enrollment

**Please Note:**

All required classes/labs must be attended in order to be given access to the PPS production site.

It is each individual’s responsibility to register for all of the required classes/labs for their PPS User Type(s).

- **OBTAIN A PPS USER ID:** Submit a PPS Request for Access Form to Business & Financial Services, Computing Support. This step is needed if you are attending PPS training for the first time OR if you are changing departments. Each participant must have an active PPS User ID before attending any of the PPS labs.

- **BEFORE REGISTERING** determine what your PPS User Type(s) will be (Preparer, Reviewer, Time Reporter, or Inquiry Only). Then review the chart of Required Courses By PPS User Type to determine which PPS classes/labs are required for your PPS User Type(s).

- **TO REGISTER** for any of the PPS classes please visit the UC Learning Center at: https://learningcenter.ucsb.edu Log in using your UCSB netID and password. Once logged in, enter PPS into the Search field. Register for all of the required classes for your PPS User Type(s).

For detailed instructions on how to register for a class please refer to the QuickStart Guide for UC Learning Center.

Questions regarding PPS training? Please email hrtrain@hr.ucsb.edu or call x-3482.

Questions regarding PPS access? Call Business & Financial Services, Computer Support at x-2880.