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

Summer 2016 - Schedule of Classes
Registration deadline is 07/19/16

<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. 07/26/16 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>Choose only one session: Weds. 07/27/16 8:30-12:00 Thurs. 07/28/16 8:30-12:00</td>
<td>Social Sciences &amp; Media Studies Labs 1301 &amp; 1302</td>
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<tr>
<td>Online Time Reporting Lab (Required for Preparers and Time Reporters)</td>
<td>Choose only one session: Fri. 07/29/16 9:00-11:00 Fri. 07/29/16 2:00-4:00 Fri. 08/05/16 9:00-11:00 Fri. 08/05/16 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](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](mailto:hrtrain@hr.ucsb.edu) or call x-3482.

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