STATE ACCOUNTING OFFICE
sao.georgia.gov
Fiscal Leadership for Georgia

PeopleSoft 8.8 Delta
Train the Trainer Schedule

Day 1 8:30am – 4:30 pm	**Instructor**	**Duration**	**Topic**
	Betsy Prior	8:30 – 9:00 am	Welcome/Review Agenda
	Tom Beslic	9:00 – 9:45 am	Facilitation Skills
		9:45 – 10:00 am	15 Minute Break
		10:00 – 10:30 am	Facilitation Skills Continued
		10:30 – 10:35 am	5 Minute Break
	Betsy Prior	10:35 – 11:50 am	Using the UPK
		11:50 – 1:00 pm	Lunch
	DeVal Lott	1:00 – 2:30 pm	Intro to PeopleSoft (Navigation)
		2:30 – 2:45 pm	15 Minute Break
	DeVal Lott	2:45 – 3:15 pm	Running Reports
		3:15 – 3:20 pm	5 Minute Break
	Carla Faulk	3:20 – 3:45 pm	Vendors Module
	Chuck Heery	3:45 – 4:00 pm	Labor Distribution Module
	Betsy Prior	4:00 – 4:30 pm	Q&A
DAY 2 8:30 am – 4:30 pm	Instructor	Duration	Topic
	Betsy Prior	8:30 – 8:45 am	Review
	Rick Housworth	8:45 – 10:00 am	Purchasing Module
		10:00 – 10:15 am	15 Minute Break
	Henrietta Adams	10:15 – 11:15 am	Accounts Payable Module
		11:15 – 11:20 am	5 Minute Break
		11:20 – 12:00 pm	Accounts Payable Continued
		12:00 – 1:00 pm	Lunch
	Rusk Roam	1:00 – 1:30 pm	Asset Management Module
	Cheryl Cottrell	1:30 – 1:45 pm	Customers Module
		1:45 – 1:50 pm	5 Minute Break
	Janice Brown	1:50 – 2:30 pm	Accounts Receivable Module
		2:30 – 2:45 pm	15 Minute Break
	Elizabeth Price	2:45 – 3:15 pm	Commitment Control Module
	Eloise Walker	3:15 – 3:45 pm	General Ledger Module
	Betsy Prior	3:45 – 4:00 pm	Q&A and Wrap Up

Updated 4/20/2006

STATE ACCOUNTING OFFICE
sao.georgia.gov
Fiscal Leadership for Georgia

PeopleSoft 8.8 Delta
Train the Trainer Schedule

DAY 3 9:00 am – 12:00 pm	Instructor	Duration	Topic
	DeVal Lott	9:00 – 12:00 pm	Enterprise Learning *(Not Mandatory) Prerequisite: Must have valid HCM ID

*Enterprise Learning is a module within the HCM system containing the scheduling tool utilized to set up and register users for training. If your agency already has a Training Coordinator that performs this function for you, or you prefer to schedule your classes outside of the system, it is not necessary to attend the Enterprise Learning training on Day 3.