ignite

Business Partner Training Kickoff

February 11, 2020
THE FUTURE WITH IGNITE

Becoming America’s preeminent Christian research university

THE UNIVERSITY
Focusing on continuous improvement

SCHOOLS & DIVISIONS
Decision-making and planning decentralized to support business

EMPLOYEES
Focusing time and effort on impactful duties
YOUR CRITICAL ROLE IN BUSINESS PARTNER TRAINING

Foundation for Ignite’s success and supporting your school/division

- Department Approvers
- Division Approvers
- HCM Specialists
- University Research Administrators

TRAINING BEGINS

FEBRUARY

SPRING

JUST-IN-TIME

Faculty & Staff

Managers

Business Partners

Core role responsibilities require working within Ignite
BUSINESS OFFICERS

SCHOOL/DIVISION

- College of A&S
- Hankamer School of Business
- Robbins College of Health and Human Sciences
- School of Engineering and Computer Science
- Diana R. Garland School of Social Work
- Louise Herrington School of Nursing
- Music School
- School of Education
- George W. Truett Theological Seminary
- Law School
- Student Life/Residential Facilities
- Intercollegiate Athletics
- Libraries/Information Technology
- Advancement
- Academic Affairs
- Administrative Affairs – Finance, Operations & Facilities
- Administrative Affairs - Administration
- Honors College

BUSINESS OFFICER

- Julie Stahl
- Anthony Lapes
- Mark McCreary
- Terry Henderson
- Becky Robbins
- Will Driskell
- Angela Traylor
- LaDonna Roberts (interim)
- Meg Hoefer
- Brian Denman
- Sandra Northern
- Cody Hall
- Ralph Sherman
- Sandra Lené
- Lisa Rhiney
- Christian Heger
- Lisa Rhiney
- Sandra Lené
- Christian Heger
- Lisa Rhiney
Your role during the last few months before go-live

- Complete required training
- Communicate with your school/division
- Be an advocate for Ignite
BUSINESS PARTNER TRAINING
SCHEDULE

When? February - April

Time commitment varies by role
Average: 15 hours of training

Invitations coming soon
# BUSINESS PARTNER TRAINING CURRICULUM

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<tr>
<th>Division Approvers</th>
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<td>• Absence Management</td>
<td>• Cross Functional</td>
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<td>• Managing Gift and Endowment Funds</td>
<td>• Shopping Basics</td>
<td>• Time &amp; Labor Reporting &amp; Processing</td>
<td>HR/Payroll</td>
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<td>• Shopping Advanced</td>
<td>• Compensation</td>
<td>• Grants Costing</td>
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<td>• Expenses 1: Travel Related Expenses Approvers</td>
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<td>• Expenses 2: Business Related Expenses (Purchasing Card)</td>
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<td>• Core HR</td>
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<td>• Supplier Management</td>
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<td>• Learn -</td>
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Go to www.menti.com and use the code 69 88 15

Do you have a laptop that you can bring to training??

0 0
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Yes No

0 0
Ignite username and password will be emailed from IT

Login before attending training next week to confirm your access

Ignite Security Access & Data

• Data validation and testing still in progress by project team
• Training using Baylor data from November 2019 to practice transactions
• Data may be incomplete or outdated – and that’s okay! 😊
Managers

• Computer-Based Training – April/May
• Videos – April/May
• Job Aids – April/May
• User Labs – May/June

Faculty & Staff

• Computer-Based Training – Available on Ignite website
• Videos – Available on Ignite website
• Job Aids – May/June
• User Labs – June/July

Student Workers

• Videos – May/June
• Job aids – May/June
• For time entry & payroll information

Training & resources available via Ignite @ www.baylor.edu/ignite