

INSTITUTIONAL EFFECTIVENESS NEWSLETTER

SEPTEMBER 2018

JENZABAR TIMELINE

Training Trip 4

Oct. 1 - 26

Faculty Training

Dec. 4

Staff Training

TBD

PO / Expenses Training

TBD

Database Shutdown

Dec. 21

Go-Live

Jan. 14-25

During TT4, each module manager will meet with their consultant for final training.

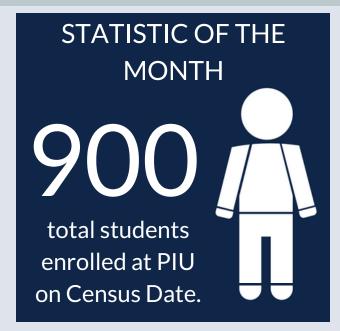
At Faculty Training, faculty will learn how to navigate Jenzabar, input grades, and record attendance..

All employees will learn to use Jenzabar for HR (e.g. vacation, sick days, pay stubs).

Directors, Deans, and other persons who purchase using the PIU budget should attend this training.

After Database Shutdown on December 21, our current SIS system will be obsolete.

Let's celebrate! Gradually for a two week span, Jenzabar modules will be made available for use.



UPCOMING DUE DATES

Oct. 1 - Clery Act

Oct. 15 - Athletic/FA Disclosure

