



GEARS

General Enterprise And Resource Support

The GEARS project team will be offering the below upcoming work sessions. The purpose of these work sessions is to assist users in processing current and on-going procure-to-pay work. This includes requisitions, receipts, vouchers including expense reimbursements and interpreter invoices, express and regular purchase orders. Additionally, we will answer your general questions regarding work processes and the approval process. (Please keep in mind that these sessions are not meant to be full training classes for new users.)

During the sessions, we will have Project Functional Leads, as well as AOC Budget and Finance and Procurement support available. They will be walking around the room assisting users as they process work, so please remember to bring your work with you, such as invoices, receipt information, and possible email work notifications received from Budget and Finance already. You should also scan any supporting documentation required for attaching in GEARS and bring it with you on a flash drive.

JECC COMPUTER TRAINING ROOM B AM Sessions 8:30-11:30
JECC COMPUTER TRAINING ROOM B PM Sessions 1:00-4:00

Please keep in mind that we can accommodate approximately 15 people in each class. You may come in at any time during the hours of the session you are registering for and attendees will be assisted in the order they arrive. However, please ensure that your arrival allows time for your issues to be addressed. The registrations will be processed in the order they are received and you will receive an email confirmation in return.

NAME _____ PHONE # _____

EMAIL _____ OFFICE LOCATION _____

- I have received approval from my supervisor to attend the specified workshop.

Please select one training date from the below:

- Wednesday, 1/15 AM
- Wednesday, 1/15 PM
- Friday, 2/14 AM
- Friday, 2/14 PM
- Friday, 3/14 AM
- Friday, 3/14 PM

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND FAX TO GEARS PROJECT at 410-260-1290.