	March 10, 11 and 12, 2020
ITC USPS-R BeginnerTraining	**9:00 AM to 12:00 PM** **Webinar**

Type of Session:	OECN State Software USPS-R Beginner Training	
Presenters:	Andrea Boehm & Lori Miller, SSDT	
Attendees:	ITC Personnel	

Tuesday 3/10/20 9:00 – 12:00 Presenter- Andrea Boehm	Core Menu: • Menu Options Employee Dashboard • Features in Employee Dashboard
Wedneday 3/11/20 9:00 – 12:00 Presenter-Lori Miller	Payroll Processing: • Payroll Payments-Current • Payroll Payments-Future • Payroll Processing Utilities Menu • Account Mapping • Attendance/Absence Import Processing Menu • Benefit Update and Projection • Payroll Item Refund • Process Outstanding Payables USAS Integration • Employer Distribution Submission • Employer Share of Retirement Submission • Payroll Submission
Thursday 3/12/20 9:00 – 12:00 Presenter for Payments and System- AndreaBoehm Presenter for Utilities and Reports-Lori Miller	Payments Menu • Check Register • Manual • Payee • Payroll • Refund System Menu • Configuration • Custom Field Definition • Modules Utilities Menu • Automatic Payment Reconciliation Configuration • File Archive • Job Scheduler • Mass Load • Tax Estimator Reports • Bundles, Template, Canned and Custom Reports