



ALERT NOTICE

Business Office

Issued: October 5, 2020

Number: 2021-7

Chrome River Training Sessions 5 - 8

WHAT: Chrome River Training Sessions 5 – 8 (Week 2)

Banner/Ellucian will not support the Travel and Expense Management System (TEMS) in a few months, therefore, TEMS is being replaced by Chrome River.

There will be multiple sessions limited to 25 people each session. Each session will be 2 parts. Please be sure that you see yourself registered to both parts for whichever session you enroll in. Each session will be the same content.

MATERIALS NEEDED: Will be added to registration link prior to sessions and emailed after the session

WHO SHOULD ATTEND: All STC personnel who deal with travel, including travelers, their supervisors, and their administrative assistants/secretaries are invited to attend

If you are a new employee since 9/1/20 – be sure to contact Travel Office (X4618) to verify you are set up in Chrome River prior to your training.

WHERE WILL THE SESSIONS BE HELD: These sessions will be held through Microsoft Teams.

Please register for only one session

Session 5 Workshop 164687:

Session 5a **Monday 10/12/2020** 9a – 11a – **Part 1**-overview/preapproval/travel advance/mileage

Session 5b **Thursday 10/15/2020** 9a – 11a – **Part 2**-expense report

WHERE: These sessions will be held through Microsoft Teams.

Registration link Workshop 164687:

<http://apps.esc1.net/ProfessionalDevelopment/stc/Registration/Workshop/164687>

Session 6 Workshop 164688:

Session 6a **Monday 10/12/2020** 2p – 4p – **Part 1**-overview/preapproval/travel advance/mileage

Session 6b **Thursday 10/15/2020** 2p – 4p – **Part 2**-expense report

WHERE: These sessions will be held through Microsoft Teams.

Registration link Workshop 164688:

<http://apps.esc1.net/ProfessionalDevelopment/stc/Registration/Workshop/164688>

Session 7 Workshop 164689:

Session 7a **Tuesday 10/13/2020** 9a – 11a – **Part 1**-overview/preapproval/travel advance/mileage

Session 7b **Friday 10/16/2020** 9a – 11a – **Part 2**-expense report

WHERE: These sessions will be held through Microsoft Teams.

Registration link Workshop 164689:

<http://apps.esc1.net/ProfessionalDevelopment/stc/Registration/Workshop/164689>

Session 8 Workshop 164690:

Session 8a **Tuesday 10/13/2020** 2p – 4p – **Part 1**-overview/preapproval/travel advance/mileage

Session 8b **Friday 10/16/2020** 2p – 4p – **Part 2**-expense report

WHERE: These sessions will be held through Microsoft Teams.

Registration link Workshop 164690:

<http://apps.esc1.net/ProfessionalDevelopment/stc/Registration/Workshop/164690>

If there are any questions, please contact Tonya Ecker (X4618) or Melissa Lara (X4656). Thank you for your continued cooperation.

Links are provided below to set up your Microsoft Teams account, please contact IS&P if you need assistance:

Microsoft Teams STC IS&P website: <https://isp.southtexascollege.edu/teams-staff/>

Microsoft Teams STC link to download desktop application: <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion>