

## Office of Research Administration: June/July Educational Opportunities

**Workday: Managing Salaries on Grants (Bi-Weekly Employees):** This class covers: 1) how to manage salaries of **bi-weekly** employees; 2) how to calculate percentages for costing allocations which start or end mid-period and are not aligned with the pay period (typically happens with grants); 3) how to enter costing allocations in Workday; and 4) how to enter Payroll Accounting Adjustments in Workday. This is a hands-on class where participants will use case studies to practice. This class is recommended for individuals who work with sponsored programs.

Date	Time	Location
6/14/19	8:00 a.m. – 12:00 p.m.	Medical Campus: Don Soffer Clinical Research Building, Room 994
6/17/19	1:00 p.m. – 5:00 p.m.	Gables Campus: Gables One Tower, Room 639

**Workday: Managing Salaries on Grants (Monthly Employees)** This class covers: 1) how to manage salaries of **monthly employees**; 2) how to calculate percentages for costing allocations which start or end mid-period and are not aligned with the pay period (typically happens with grants); 3) how to enter costing allocations in Workday; and 4) how to enter Payroll Accounting Adjustments in Workday. This is a hands-on class where participants will use case studies to practice. This class is recommended for individuals who work with sponsored programs.

Date	Time	Location
6/21/19	8:00 a.m. – 12:00 p.m.	Medical Campus: Don Soffer Clinical Research Building, Room 994
6/24/19	1:00 p.m. – 5:00 p.m.	Gables Campus: Gables One Tower, Room 639

**Developing Study Budgets in Clinical Research:** This course reviews processes for budget development for research proposal submission, budget review and working with ORA on securing appropriate funding for externally funded agreements. It also includes budgeting procedures for internally funded clinical research. Some tools will be demonstrated and provided to all participants.

Date	Time	Location
6/26/19	2:00 p.m. – 4:00 p.m.	Medical Campus: Don Soffer Clinical Research Building, CTSI Room 710

**ECRT: Project Confirmation for Effort Coordinators:** This hands-on training will discuss the importance of effort certification and reporting through the ECRT system. It will discuss the effort coordinators' role and responsibility in the effort certification process. Effort coordinators are strongly encouraged to attend.

Date	Time	Location
7/26/19	9:00 a.m. – 12:00 p.m.	Medical Campus: Calder Library, Room 3003
7/30/19	9:00 a.m. – 12:00 p.m.	Gables Campus: Gables One Tower, Room 639



To enroll, please visit [ULearn](#)

If you have any questions, please email us at [ora-si@miami.edu](mailto:ora-si@miami.edu).