INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

RoAnn M. Destito
Commissioner

New Travel & Expense Training Dates

The Business Services Center (BSC) is offering a series of classes in March & April 2014 to help our customers better understand how to use the SFS Travel and Expense module. These classes will provide general information on travel guidelines and train users in creating travel expense reports in the SFS. We will offer both online and hands-on training.

To register, sign up through the Statewide Learning Management System (SLMS) at https://www.nyslearn.ny.gov/.

General Introduction to Travel for Travelers and Supervisors (2-hour webinar)
The webinar will cover travel rules and regulations, including responsibilities, official travel status, prior approvals, required documentation, official travel status, per diem reimbursement rates, when and how the rental car calculator should be used, when receipts are required, and appropriate uses of the travel card.

This webinar will be offered:

- March 20, 2014: 1:00 p.m. to 3:00 p.m.
- April 3, 2014: 1:00 p.m. to 3:00 p.m.
- April 15, 2014: 10:00 a.m. to 12:00 p.m.
- April 28, 2014: 1:00 p.m. to 3:00 p.m.

After registering for the webinar through SLMS, you must also register for the webinar you want to take separately by using the links below. Detailed registration instructions are provided as an attachment to this announcement.

Class Name	Date	Time	Location
OGS-BSCTE 3-20-14 WEB	March 20, 2014	1:00 p.m. – 3:00 p.m.	https://www2.gotomeeting.com/register/784815506
OGS-BSCTE 4-3-14 WEB	April 3, 2014	1:00 p.m. – 3:00 p.m.	https://www2.gotomeeting.com/register/485606962
OGS-BSCTE 4-15-14 WEB	April 15, 2014	10:00 a.m. – 12:00 p.m.	https://www2.gotomeeting.com/register/261847834
OGS-BSCTE 4-28-14 WEB	April 28, 2014	1:00 p.m. – 3:00 p.m.	https://www2.gotomeeting.com/register/557240994

Advanced SFS Travel & Expense (2 hour on-site training at various Albany locations)
This is an advanced training for employees that need additional guidance due to complex requirements or unique situations. Please note that employees must attend the "General Introduction to Travel" webinar described above before attending this course.

Attendees will create an expense report in SFS and obtain an understanding of BSC best practices and standardized processes including: completing the general information area correctly, attaching receipts and travel documentation, allocating travel card charges to an expense report, correctly specifying expense types on travel card charges, when to use "Return to State" appropriately, and how to detail multiple legs of a single trip.

Attendees are encouraged to bring their SFS username and password, and travel documentation to the training.

This training course will be offered at the following locations in Albany:

- 50 Wolf Road, 3rd Floor
  - March 24, 2014: 8:30 a.m. to 10:30 a.m.
  - April 9, 2014: 8:30 a.m. to 10:30 a.m.
- Empire State Plaza, Corning Tower, 29th Floor Computer Training Room
  - March 28, 2014: 10:00 a.m. to 12:00 p.m.
  - April 25, 2014: 10:00 a.m. to 12:00 p.m.

If you have any questions or concerns regarding these procedures, please contact the BSC Travel & Expense Unit at OGSTravel.Unit@ogs.ny.gov or call (518) 457-4272, Option 1.

Release Date: March 10, 2014

For more information visit the BSC website or contact the BSC today!

Email: bsc@ogs.ny.gov Tel: (518) 457-4272 Website: http://bsc.ogs.ny.gov

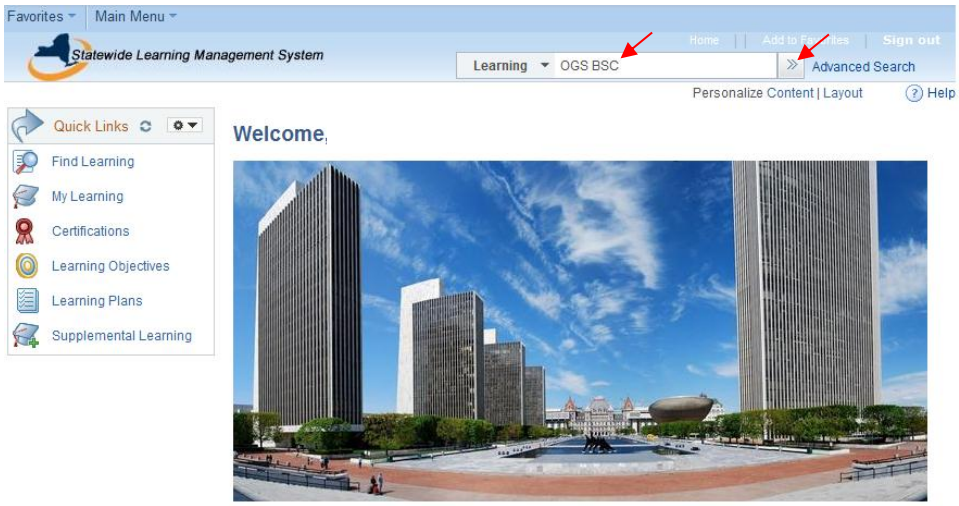
Statewide Learning Management System (SLMS) Registration Instructions

All attendees must register using the **Governor's Office of Employee Relations' (GOER) Statewide Learning Management System (SLMS)** platform, which can be accessed here at https://www.nyslearn.ny.gov/.

1) Type OGS BSC in the box and select >>.

2) A listing of the BSC training will appear. Scroll down until you see the class you wish to take then click Enroll Now.

3) Click Submit Enrollment. Your registration is now pending supervisor approval. You will receive an automated email from SLMS with your enrollment status and registration details.



4) The change in status will be updated on the **My Learning** My Learning page.

Webinar Special Instructions: If you enrolled in a webinar class, you must also register for the webinar. Click the Class Code for the class you are taking. Click Notes and Attachments. Click the PDF and follow the instructions.

OR

Instructor-Led Class Directions: Click the Class Code for the class you are taking. Click Notes and Attachments. Click the PDF to find directions to SFS.

NOTE: If you do not have a NY.GOV ID, or if you have forgotten your NY.GOV user name or password, please contact your Agency IT Help Desk for assistance in setting up your account and resetting your NY.GOV ID and password. For all other issues, you may contact the SLMS Help Desk at 518-473-8087.

Webinar Registration

After registering through SLMS, you must also register for the webinar separately by going to the link for the selected class.

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Fill in your contact information and click Register Now.

After reserving your Webinar seat, you will receive a *confirmation email* containing the connection to join the Webinar.

Starting the Webinar

To start the webinar open your confirmation email and choose either the JOIN WEBINAR button or link (shown by red arrows below). You will also need to dial-in to the audio portion by dialing (866) 394-2346 and using Conference Code 6514806012. You may join the webinar up to 15 minutes before start time.

The confirmation email will look similar to this:

If the Java Authentication Required screen (shown below) appears when logging into the webinar, select Cancel. The webinar will still load.