# UCPath

# Finance (GL) Curriculum

The training curriculum outlined below is designated for all employees associated with Finance and are responsible for its affiliated transactions. All Web-Based Training (WBT) courses & registration links for Instructor-Led Training (ILT) will be available via the UC Learning Center (UCLC).

The courses are shown in the recommended order of completion. For more information regarding seat availability, instructional materials, or other course content, please refer to the details section of the course in UCLC. Course completion will be reported to you Department Security Administrator (DSA).

*NOTE*: The online Pre-Requisite courses are required to be completed prior to attending the related Instructor Led class.

*Core Training Courses* **(C)** are required before being granted access to pertinent security roles in UCPath.
*Elective Training Courses* **(E)** are not required, but highly recommended.

| Training Course | Delivery Method | Duration (Hours) | Initiator | Approver | Inquiry |
|---|---|---|---|---|---|
| **Introduction to UCPath** | WBT | 1 | C | C | C |
| **UCPath Basics & Navigation** | WBT | 1 | C | C | C |
| **UCPath Inquiry Navigation** | ILT | 2 | C | C | C |
| **Position Control** | ILT | 4 | C | C | E |
| *Pre Req: Intro to Position Control* | WBT | 1 | C | C | E |
| **Funding Entry** | ILT | 3 | C | C | E |
| *Pre Req: Intro to Finance* | WBT | 2 | C | C | |
| **Approval Workflow Engine** | WBT | 1 | E | C | E |
| **Budget Distribution** | ILT | 3 | C | C | |
| *Pre Req: Intro to Finance* | WBT | 1 | *Required for Funding Entry ILT* | | |
| **Multiple Components of Pay** | ILT | 2 | C | C | |
| *Pre Req: Intro to Finance* | WBT | 1 | C | C | E |
| *Pre Req: Funding Entry ILT* | ILT | 3 | | | |
| **Direct Retro** | ILT | 4 | C | C | |
| **Cognos Reports** | ILT | 2 | E | E | E |

| Role | Total Core Classes | Estimated Training Time |
|---|---|---|
| **Initiator** | 10 | 23 Hours |
| **Approver** | 11 | 24 Hours |
| **Inquiry** | 3 | 4 Hours |