

*The Office of Human Resources is pleased to collaborate with  
campus departments and organizations to present*

# Training Tuesdays

## December 2012

### December 4

#### THE “NUTS AND BOLTS” OF HIRING STUDENT EMPLOYEES

1:00 p.m.–2:00 p.m.

Mississippi Room, Atwood Memorial Center

*Sponsored by the Financial Aid Office*

This session will focus on the student employment (SE) hiring process from budgeting your SE funds, hiring/payroll forms, work study, and navigating the [www.scsucareers.com](http://www.scsucareers.com) website. Frequently asked questions regarding student employment will be addressed – and feel free to bring your own!

**PRESENTER: Simon Bauer** is an Assistant Director in the Financial Aid Office, specializing in on-campus student employment. He received his bachelor of science degree in Finance from St. Cloud State.

### December 11

#### PURCHASING CARDS FOR NEW AND CURRENT CARDHOLDERS

10:00–11:00 a.m.

Oak Room, Atwood Memorial Center

*Sponsored by Business Services, Purchasing*

The Purchasing Department offers a procurement card for individuals to make purchases for their department. This presentation will be a step-by-step process on using the card and what purchases can – and can't – be made with it. If you have an account that meets the requirements for this program, you will be required to attend this training prior to receiving a card. You can apply for it by submitting a “Request for Purchasing Card Set Up” at the following link:

<http://www.stcloudstate.edu/businessservices/purchasing/documents/PurchasingCardRequest.pdf>.

Current cardholders who would like a refresher course are welcome. Please bring your questions!

**PRESENTER: Doris Frieler** is the Procurement Administrator in Business Services.

### December 18

#### MALWARE EDUCATION

9:00–10:00 a.m.

Centennial Hall 351

*Sponsored by Information Technology Services*

As the campus community continues to see attack on our computers, we are finding commonality in the type of malware attacks. This presentation will expose some best practices for detecting, stopping, and removing malware on our campuses.

**PRESENTER: Kristen Carlson** is the Technology Training Coordinator at St. Cloud State University. She holds a master's degree in Instructional Design & Training.