Please sign up for sessions on our website at: www.pdx.edu/budget

**TM1 Deep Dive Series: Personnel**
This one hour deep dive session will dig into the nuances in the Personnel tab.

Training Objectives:
- Unclassified Personnel
- Classified Personnel
- Other Pay
- Retirement & OPE
- Personnel warnings

Who Should Attend: This session is designed for users with familiarity with the TM1 system. Users seeking a deeper understanding of the workflow in the personnel tab will benefit from this training session.

**TM1 Deep Dive Series: Scenario Budgeting with Sandboxes**
This one hour deep dive session will introduce and explore the various uses of sandboxes and provide an example of how to leverage sandboxes for scenario planning.

Training Objectives:
- Benefits of Sandboxes
- Uses of Sandboxes
- Limitations of Sandboxes
- Pros and Cons of Sandboxes
- Using Sandboxes

Who Should Attend: This session is designed for users familiar with the TM1 system.

As a reminder, the budget office has switched to a team-based approach for serving our campus stakeholders via a centralized inbox to address inquiries. Please send any questions or concerns to: budget@pdx.edu
FY19 TM1 Budget Season

...has begun

Key Dates to Know:

Thursday, March 15, 2018: TM1 Personnel salary update
(Note: TM1 will be down 3/15-3/18)

Monday, May 14, 2018: Budgets in TM1 Finalized

All users are strongly encouraged to attend a “New In TM1” training.

Training Location: MCB-326 Mt. Jefferson

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>Feb 13, 2018</td>
<td>2-3:20pm</td>
<td>New In TM1</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Feb 21, 2018</td>
<td>1-2:20pm</td>
<td>TM1 Basics</td>
</tr>
<tr>
<td>Thursday</td>
<td>March 8, 2018</td>
<td>2-3:20pm</td>
<td>TM1 Advanced</td>
</tr>
<tr>
<td>Wednesday</td>
<td>March 14, 2018</td>
<td>2:30-3:50pm</td>
<td>TM1 Deep Dive Series: Scenario</td>
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<td>Budgeting with Sandboxes</td>
</tr>
<tr>
<td>Wednesday</td>
<td>March 21, 2018</td>
<td>1-2:20pm</td>
<td>TM1 Deep Dive Series: Personnel</td>
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<tr>
<td>Thursday</td>
<td>March 29, 2018</td>
<td>9-10:20am</td>
<td>TM1 Basics &amp; Open lab</td>
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<tr>
<td>Tuesday</td>
<td>April 10, 2018</td>
<td>10:30-11:50am</td>
<td>TM1 Advanced</td>
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<tr>
<td>Wednesday</td>
<td>April 18, 2018</td>
<td>1-2:20pm</td>
<td>New In TM1 &amp; Open lab</td>
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<tr>
<td>Thursday</td>
<td>April 26, 2018</td>
<td>9-10:20am</td>
<td>TM1 Deep Dive Series: Personnel</td>
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</tbody>
</table>

Training session descriptions are provided on the next page.

The University Budget Team (UBT) will provide further guidance via the UBT Memo on Budget Development and Base Budgets later in the spring.

As a reminder, the budget office has switched to a team-based approach for serving our campus stakeholders via a centralized inbox to address inquiries. Please send any questions or concerns to: budget@pdx.edu

2018 TM1 Training Descriptions

Please sign up for sessions on our website at: www.pdx.edu/budget

New in TM1

A one hour refresher with updates to TM1. We will explore changes to TM1 since the last budget cycle and review new TM1 reports that may be useful for reviewing your budgets.

Training Objectives:
- TM1 Updates
- TM1 Resources
- TM1 Reports

Who Should Attend: This session is designed for every TM1 user. All users will benefit from this training session.

TM1: Basics

A 1.5 hour introductory training to inputting budgets in TM1.

Training Objectives:
- Getting to TM1
- TM1 Resources
- TM1 Introduction

Who Should Attend: This session is designed for users unfamiliar with the TM1 system. Users unfamiliar with TM1 or new to TM1 will benefit from this training session.

TM1: Advanced

This one hour training session is meant for users comfortable with input in TM1. It will quickly reintroduce TM1, explore different views in TM1 and various quick entry methods.

Training Objectives:
- Getting to TM1
- TM1 Views
- TM1 Resources
- Quick Entry Methods
- Summary Tab Analysis
- Leveraging Subsets

Who Should Attend: This session is designed for users familiar with the TM1 system and want to leverage TM1 for more reporting and analysis.