

**From:** [PCBO Subscription](#)  
**To:** [pcbodist@covote.csusm.edu](mailto:pcbodist@covote.csusm.edu)  
**Subject:** [Pcbodist] Business Officer Program: Registration Open!  
**Date:** Monday, March 18, 2024 2:48:40 PM  
**Attachments:** [image002.png](#)  
[ATT00001.txt](#)

---



## Partners in Campus Business Operations

### Business Officer Program: Registration Open!

***Sent on behalf of: Finance & Administrative Services***

Dear PCBO Community,

Finance and Administrative Services (FAS) has opened registration for our April (in-person) and May (virtual) Business Officer Program Series (BOPS)!

**If you missed February and March, we recently added a new segment... HR 101:**

**HR 101 will cover onboarding, off-boarding, and everything in between:**

- We need to hire someone - what do I do?
- How do we support current employees? Leaves, evals, etc.
- We have an employee leaving the University - what do I do?

#### **What is BOPS?**

Our cohort-model Business Officer Program Series (BOPS) is an immersion learning training program that spans four weeks and introduces common FAS processes.

#### **Who should attend?**

Analysts and Administrative Coordinators/Assistants responsible for department business operations are the focus, but anyone can attend!

#### **What will we cover?**

1 <sup>st</sup> Wednesday	2 <sup>nd</sup> Wednesday	3 <sup>rd</sup> Wednesday	4 <sup>th</sup> Wednesday
Procurement 101 Travel 101	ProCard Hospitality/Gift Cards Direct Pay Form	Budget 101 Data Warehouse Financial Transfers Inter-Unit Billing	Outlook and Teams Overview Employee Status Page (ESP) Information Technology Review (ITR) Refresh Program HR 101

**Registration:**

Please check out our [Business Officer Program Series](#) page for full details, including registration links for **April (in person at the Staff Center)** and **May (virtual)**. We will take June and July off for fiscal year-end and resume BOPS in August.

Please email [shonour@csusm.edu](mailto:shonour@csusm.edu) with any questions related to the program. Feel free to forward this email to anyone who might be interested. We hope to see you there!

**Thank you,  
FAS Administration**