



UCFlex Online Training Courses and Role Information

Please note: all UCFlex online courses are located in Blackboard/Canopy.

1. Using the Firefox browser, please login to Canopy/Blackboard with your UC username and password to **Self-Enroll** in the chosen online course.
 - [Click here to review a video to Self-Enroll in an offered course in Blackboard.](#)
2. Need assistance with your computer and/or Blackboard?
 - Please contact IT@UC by phone: 513-556-4357 (HELP) or by email: Helpdesk@uc.edu

Table of Contents

Prerequisite Online Course to all UCFlex Training.....	2
UC16_UCFlexPrerequisiteTraining_001: UCFlex Overview and Navigation.....	2
Role Access: Decentral HR Viewer R/3	2
Role Access: Decentral Financial Viewer R/3	2
Human Resources (HR)	2
UC16_UCFlexHumanResourcesTraining_004: Hourly Time Display	2
Role Access: Decentral Hourly Time Display	2
UC16_UCFlexHumanResourcesTraining_003: New Hire Process: Non-Recruitment New Hire PCR	2
Role Access: Decentral PCR Initiator - OM.....	2



UCFlex Online Training Courses and Role Information

Prerequisite Online Course to all UCFlex Training

[UC16 UCFlexPrerequisiteTraining 001: UCFlex Overview and Navigation](#)

This online prerequisite course is designed to provide users with the knowledge and experience to navigate through SAP and is a prerequisite for all other UC Flex training courses. Once this course is completed you will have access to all of your approved reporting roles.

Role Access: Decentral HR Viewer R/3

This role runs HR display transactions and reports, views employee master data, organization unit hierarchy and HR role information within a specified department.

Role Access: Decentral Financial Viewer R/3

This role runs financial display transactions and reports, views and tracks financial data, tracks Requisitions (RXs) and Purchase Orders (POs) and reviews grant ledgers including budget, encumbrances and expenses.

Human Resources (HR)

[UC16 UCFlexHumanResourcesTraining 004: Hourly Time Display](#)

This course is designed to assist Supervisors and prep Timekeepers, prior to the UCFlex Hourly Time Administration course, to view non-exempt employees' time sheets and the exception report in UCFlex. This aids in ensuring university hourly employees are paid correctly and on-time.

Role Access: Decentral Hourly Time Display

[UC16 UCFlexHumanResourcesTraining 003: New Hire Process: Non-Recruitment New Hire PCR](#)

This course is designed to teach Hiring Coordinators on how to process and complete a New Hire PCR for a Non-Recruitment event. The New Hire PCR is used when the individual being hired has never been previously employed with the University (check PA20 prior to submitting, to verify new hire status).

Role Access: Decentral PCR Initiator - OM