STATE OF MISSOURI
Center FOR MANAGEMENT AND Professional Development

Information Technology and Computer Skills Training

SAM II - HR INTRODUCTION

Where: Jefferson City, 1738 E Elm Lower Level
Time: 8:00 a.m. – 11:00 a.m.
Investment: $50.00

Participants who attend this program will receive tools and information to:

- Become familiar with the capabilities of SAM II HR
- Understand the basic structure of SAM II HR
- Be better prepared to perform basic navigation functions within SAM II HR

During the workshop, participants will:

- Learn the parts of a document window
- Learn how to create documents
- Learn how to edit and run documents
- Learn how to create, view, and access documents using the SAM II Document Listing (SUSF)

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