



2022-2023 FACTS Course Schedule

*Please note the courses may change at presenter request, but course dates will remain the same. *

All classes will be held at Learning & Development Room A/B

September 2022	
Introduction to FACTS and participant introductions	Date: 09/13 Time: 8:30 – 9:00
Finance & Administration Overview	Date: 09/13 Time: 9:00 - 10:15
Emergency Preparedness	Date: 09/13 Time: 10:15 – 11:30
Lunch	Date: 09/13 Time: 11:30 – 12:30
Facilities Management Division	Date: 09/13 Time: 12:30 – 1:30
Physical Master Plan/Capital Plan	Date: 09/13 Time: 1:30 – 2:30
Networking Activities	Date: 09/13 Time: 2:30 – 4:30
Customer Service	Date: 09/14 Time: 8:30 – 10:45
Office of Faculty Affairs	Date: 09/14 Time: 10:45 – 11:30
Team Building	Date: 09/14 Time: 11:30 - 12:30
Lunch	Date: 09/14 Time: 12:30 – 1:30
Stress Management	Date: 09/14 Time: 1:45 – 4:30
October 2022	
Ethics & Internal Controls/Audit	Date: 10/11 Time: 8:30 - 12:00
Lunch	Date: 10/11 Time: 12:00 – 1:00
Accounting 101	Date: 10/11 Time: 1:00 – 4:30
Budget Creation and Maintenance	Date: 10/12 Time: 8:30 – 12:00
Lunch	Date: 10/12 Time: 12:00 – 1:00
Security and Access	Date: 10/12 Time: 1:00 – 2:00
Accounts Receivable	Date: 10/12 Time: 2:00 - 3:00
Departmental Deposits	Date: 10/12 Time: 3:00 - 4:30
November 2022	
GL & Budgets Reporting	Date: 11/8 Time: 8:30 – 12:00
Lunch	Date: 11/8 Time: 12:00 – 1:00
Human Resources	Date: 11/8 Time: 1:00 – 2:30
HR Reporting	Date: 11/8 Time: 2:30 – 4:30
Accounts Payable & Travel	Date: 11/9 Time: 8:30 – 12:00
Lunch	Date: 11/9 Time: 12:00 - 1:00
UGA Foundation	Date: 11/9 Time: 1:00 – 2:30
International Travel and Study Away	Date: 11/9 Time: 2:30 – 4:30

December 2022

SPA Session I	Date: 12/13 Time: 8:30 - 12:00
Lunch	Date: 12/13 Time: 12:00 - 1:00
SPA Session II	Date: 12/13 Time: 1:00 - 4:30
Acquiring Goods and Services at UGA	Date: 12/14 Time: 8:30 - 11:30
Student Systems	Date: 12/14: Time: 11:30 - 12:30
Lunch	Date: 12/14: Time: 12:30 - 1:45
Legal Affairs / EOO	Date: 12/14: Time: 1:45 - 2:30
Payments to Foreign Nationals	Date: 12/14: Time: 2:30 - 4:30

January 2023

Leadership Skills Day 1	Date: 01/10 Time: 8:30 - 4:30
Leadership Skills Day 2	Date: 01/11 Time: 8:30 - 4:30