

# OPM TRAINING

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# Three Rs

- Repurpose
- Revitalize
- Reinvent

# Repurpose

- Learning Tab
  - ez.arkansas.gov
  - Ease of Use
    - Registration Site
    - OPM Training Website
    - Course Catalog Quick Reference
  - Reminders
- Training Liaison
  - Directed email
  - Outlook meeting requests

DFA Arkansas Department of Finance & Administration		OPM Training Center Web Based Course Offerings		
Contact the AASIS Help Desk at (501) 683-2255 for assistance logging on to Employee Self Service.				
Course	Course Description	Link to Online Course Registration	Link to Online Certification	Link to Support Materials
Basic Navigation I	AASIS Overview and Basic Navigation provides a foundation for further work in AASIS. Users will become familiar with the overall structure of work in AASIS.	<a href="#">Click Here</a>	<a href="#">Click Here</a>	<a href="#">Click Here</a>
Basic Navigation II	AASIS Overview and Basic Navigation II will assist users with advanced skills needed in order to increase their usage in AASIS. This second level course will expand your knowledge on system customization and advance reporting techniques.	<a href="#">Click Here</a>	<a href="#">Click Here</a>	<a href="#">Click Here</a>
Accounts Receivable	Accts Rec Invoice Processing Part 1			

# Revitalize

## AASIS

- [learn.arkansas.gov](http://learn.arkansas.gov)
- Include business processes
- On-going effort to update material
- AASIS Help – Support documents available from an AASIS screen, Learning Tab or [learn.arkansas.gov](http://learn.arkansas.gov)

# Reinvent

## Supervisory

- 4 Core Supervisory Classes
- HRkansas – multi-module eLearning with follow-up webinar
- Modules available as resource

Questions?

# DFA Arkansas Department of Finance and Administration

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## HR FORUM 2015

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### Personnel Management

The Office of Personnel Management (OPM) has the overall responsibility of administering the state's personnel system and establishing necessary policies, procedures and regulations to ensure system uniformity in accordance with state and federal law. OPM offers diversified personnel service programs to all state agencies and institutions of higher education to assist in the achievement of human resource management goals and objectives.

OPM provides for the efficient utilization of state resources and the effective management of Classification and Compensation, Payroll, Training, and Research and Technical Services. OPM is also responsible for preparing, drafting and reviewing legislation. OPM's goal is to ensure fairness, equity and uniformity in the application and administration of all personnel policies, rules and regulations and the optimal utilization of the state's human resources.

### Announcements & News Releases

[April - June 2015 Training Bulletin Posted, 04/01/2015](#)

[Arkansas.gov Service Outage - March 28, 2015, 03/03/2015](#)

[Class Cancelled: Microsoft Word Basics; Oct 21 & Dec 9, 09/29/2014](#)

[Inclement Weather Policy Announcement, 02/04/2014](#)

[Published: Proposed Grievance Appeal Rules for State Employees, 01/13/2014](#)

[All DFA News >](#)

### Calendar of Events

[Discipline & Grievance Handling, 06/17/2015](#)

[Arkansas Government Basics, 06/23/2015](#)

[Discipline & Grievance Handling, 06/25/2015](#)

[HRkansas for Supervisors, 06/30/2015](#)

[Independence Day, 07/03/2015](#)

[All DFA Events >](#)

Office	Address	Phone	Fax
<b>Personnel Management</b>	DFA Building 1509 W 7th St, Ste 201 Little Rock, AR 72201	501-682-1823	501-682-5104
<b>OPM Mailing Address</b>	PO Box 3278 Little Rock, AR 72203		
<b>Training</b>	124 West Capitol 10th Floor, 1 Union National Plaza Little Rock, AR 72201	501-682-1846	501-683-0732