



2023-2024 FACTS Course Schedule

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

All classes will be in person. Presenters will be at the campus indicated below beside Month Year

September 2023 – Grifiin Campus	
Introduction to FACTS and participant introductions	Date: 09/6 Time: 8:30 – 9:00
Finance & Administration Overview	Date: 09/6 Time: 9:00 - 10:15
Office of Faculty Affairs	Date: 09/6 Time: 10:15 – 11:15
Lunch	Date: 09/6 Time: 11:15 – 12:30
Internal Controls / Audits / Ethics	Date: 09/6 Time: 12:30 – 4:30
SPA Session I	Date: 9/7 Time: 8:30 - 12:00
Lunch	Date: 9/7 Time 12:00 - 1:00
SPA Session II	Date: 9/7 Time: 1:00 - 3:30
October 2023 – Athens Campus	
Accounting 101	Date: 10/3 Time: 8:30 - 11:30
Lunch	Date: 10/3 Time: 11:30 - 1:15
Facilities Management Division	Date: 10/3 Time: 1:15 - 2:00
Physical Master Plan/Capital Plan	Date: 10/3 Time: 2:15 - 3:15
Emergency Preparedness	Date: 10/3 Time: 3:30 - 4:30
Departmental Deposits	Date: 10/4 Time: 8:30 - 10:00
Accounts Receivable	Date: 10/4 Time: 10:15 - 11:00
Lunch	Date: 10/4 Time: 11:30 - 12:30
Security and Access	Date: 10/4 Time: 12:30 - 1:15
Legal Affairs/EOO	Date: 10/4 Time 1:15 - 2:30
UGA Foundation	Date: 10/4 Time: 2:45 - 4:30
November 2023 – Tifton Campus	
Acquiring Goods and Services at UGA	Date: 11/7 Time: 8:30 - 11:00
Lunch	Date: 11/7 Time: 11:00 - 12:30
Human Resources	Date: 11/7 Time: 12:30 - 2:00
HR Reporting	Date: 11/7 Time 2:15 - 4:00
Budget Creation and Maintenance	Date: 11/8 Time: 8:30 - 12:00
Lunch	Date: 11/8 Time: 12:00 - 1:30
Avoiding Burnout	Date: 11/8 Time: 1:45 - 4:30

December 2023 – Athens Campus	
GL& Budgets Reporting	Date: 12/5 Time: 8:30 - 11:30
Student Systems	Date: 12/5 Time: 11:30 - 12:00
Lunch	Date: 12/5 Time: 12:00 - 1:30
Customer Service	Date: 12/5 Time: 1:30- 4:00
Accounts Payable & Travel	Date: 12/6 Time: 8:30 - 12:00
Lunch	Date: 12/6 Time: 12:00 - 1:30
International Travel and Study Away	Date: 12/6 Time: 1:30 - 2:30
Position Funding and Express Direct Retros	Date: 12/6 Time: 2:30 - 4:30
January 2024 – Athens Campus	
Leadership Skills Day 1	Date: 01/9 Time: 830 – 4:30
Leadership Skills Day 2	Date: 01/10 Time: 8:30 – 4:30