

# Training Unit Presentation

## Payback Training

December 12-16, 2022

- LEFTA Systems, METR, SHIELD...What does all this mean???
- How to submit a training request in METR
- How to attach documents (course flyers, etc.) to a training request
- Request to reside when home address on file is less than 50 miles from the class location
- Approval process
- How to monitor the approval process to ensure your request is approved prior to attending training
- “I can’t go. Now what?”
  - Let us know
    - Email Ricky Liu; cc Jennifer Estep and PD\_Finance
  - If you registered yourself for the training, please de-register yourself
  - If Training Unit registered you, we will de-register you
  - Training Unit will cancel any hotel reservations and/or airfare
- Attach the certificate of completion to the class entry in the training records section of your METR profile
- Questions???