



## THIS EMAIL IS BEING SENT TO ALL NBRRS USERS

(as of May 16, 2024)

**Registration for classroom-based training for the Nebraska Budget Request and Reporting System (NBRRS) is now available.** The training is being offered to assist State agencies, boards, and commissions in the preparation and submission of budget requests for the 2025 – 2027 biennium. More information regarding the budget request timelines as well as information about the biennial budget instructions will be made available in the next one to two months.

**All in-person training sessions will take place in the Development Center in the basement of the First Nebraska Administrative Building, 1526 K Street, Lincoln, NE.** The larger training room will be used with tables setup in a classroom style. All in-person training will require the attendee to bring a laptop. Sharing of a laptop is discouraged. **No computer is provided for in-person training.**

**We will be offering remote training through WebEx.** Once you have signed-up for training through Workday, you will receive an invite to the WebEx training session within 30 minutes.

Training will be offered beginning Tuesday May 21, 2024, through Tuesday, June 18, 2024. These training dates and times can be found in the State Budget Division Publications Portal at <https://das.nebraska.gov/budget/publications.html> under the 2025-2027 Biennium tab, titled *Budget System Training Schedule 2025-2027*.

For returning users, attendance is optional, and registration should be based upon each individual user's comfort in the use of the system. For new users, training is highly recommended.

Registrants will select from five different types of training based upon their agency-assigned role:

- **Agency Administrator Operations Request Training** specifically for new and returning users with the Agency Administrator role. This is a three-hour session.
- **“Refresher” Operations Request Training** for returning Power Users (PU) and Operations Budget Request users (OBR). Attendance is at the discretion of returning users based upon their own comfort in the use of the system. This is a two-hour session.
- **Capital Construction/Building Renewal Training** for users with the CCBR role. This is a one-hour session.
- **Information Technology Only Training** for users with the IT role. This is a two-hour session.
- **New User Operations Request Training** for new Power Users (PU) and new Operations Budget Request users (OBR) only. This is a four-hour session.
- **Budget Information Updates** is intended for experienced users. Only information on the upcoming budget request will be presented. **No demonstration of system functionality will be provided.**
- Additionally, a user may choose to view recorded training session that were conduct in 2022. These videos provide information about how the system is used.

The following information may assist you in selecting the best training for your needs:

- The **Agency Administrator Operations Request Training** is designed to instruct users with the Agency Administrator role (usually lead agency budget staff) on procedures for assigning user security for other personnel within their agency. This training session includes instruction in the use of the Operations Budget Request screens in the system. The session will also cover Balance Checking and budget request submission. Both new and returning Agency Administrators are encouraged to attend this type of session.
- The three **Operations Request Training** session types above include units on the use of Narrative screens, Base Permanent Salaries and Appropriations screens, “Issue” requests, Budget Modification preparation, and Funds Analysis.
- The **New User Operations Request Training** is especially geared toward users who are new to the state budget request process or for returning users who wish to have a training experience that is more detailed than the two-hour **Refresher Operations Request** training. However, space for in-person training is limited and priority will be given to new NBRRS users. New Agency Administrators are encouraged to register for the **Agency Administrator Operations Request Training** instead.

Contact [Gary Bush](#) or [Ann Linneman](#) in the State Budget Division if you have any questions regarding which class would be right for you.

**NOTE:** Classroom training is not recommended for users with View Only or Narrative Only (i.e. OBRN) roles. Training sessions should be viewed as a “train the trainer” opportunity whereby an agency Power User or Agency Administrator may take the experience they’ve gained in the classroom back to the View Only and Narrative Only users in their agency.

We will be using the Workday Learning for session registration for NBRRS users from state agencies, boards, and commissions. Users may search for a NBRRS specific training on Workday ([link to guide](#)) and register. Additionally, there is a class-specific web link included in the training schedule referenced above.

NBRRS users who are not state employees, such as the University of Nebraska and Nebraska State College System, should [create an external Workday account \(link\)](#). Once the account is created, users may search for the desired training session, or follow a direct link, and register. Contact Gary Bush at [gary.bush@nebraska.gov](mailto:gary.bush@nebraska.gov) with any questions.

Please direct your web browser to <http://budget.nebraska.gov/nbrs.html>. Expand the “Budget Instruction” section, then expand the “Budget Instructions, 2025-2027 Biennium” section. Click on the link to download a PDF with the available dates and times.

Thank you.