



Specialized Training Topics Courses

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- [Earnings codes in the Human Resources Management System \(HRMS\)](#) [1] This PDF presentation demonstrates the appropriate use of earnings codes and earnings programs. It covers various scenarios and best practices when selecting earnings codes in time collection.
- [HRMS Reviews and Reports](#) [2] This PDF presentation covers recommended reviews and reports in the HRMS. It provides helpful information on setting parameters, running control IDs and a timeline relating to the monthly payroll calendar. This presentation also references the [HRMS Reviews and Reports Resource Guide](#). [3]
- [Training Records Lookup](#) [4] This PowerPoint presentation walks through locating a department or an employee's training record in the enterprise learning module, using the student training summary and the Admin Training Report.
- [HRMS 8.9 Enterprise Learning](#) [5] This presentation provides information for HRMS users who can create training courses, training sessions and enter student training records only.
- [Person Model](#) [6] A "person" in the HRMS can be a university employee, a "person of interest (POI)" or both. POIs?non-university employees with some CU affiliation?include volunteer faculty, off-campus Work-Study employers, employees of University Physicians, Inc., and visiting scholars. This [PowerPoint presentation](#) [7] explains the "Add a Person" functionality in the HRMS, with emphasis on understanding who POIs are, the advantages of tracking their affiliation, and how to enter and modify their data in the HRMS.
- [Multiple Components of Pay](#) [8] The HRMS Multiple Components of Pay (MCOP) breaks an employee's pay into different components for reporting and/or budgeting purposes. Additionally, MCOP allow you to track different types of pay for an employee on a single employee record number. This PDF presentation provides the knowledge and tools to assist in setting up MCOP data in the HRMS.

Source URL: <http://www.cu.edu/employee-services/policies/specialized-training-topics-courses>

Links:

[1] <http://www.cu.edu/employee-services/policies/earnings-codes-hrms>

[2] <http://www.cu.edu/sites/default/files/hrms-reports-reviews.pdf>

[3] <http://www.cu.edu/sites/default/files/reports-reviews-resource-guide.pdf>

[4] <http://www.cu.edu/employee-services/policies/training-records-lookup>

[5] <http://www.cu.edu/sites/default/files/policies/docs/Enterprise-Learning-Admin-Training-Rpt.pdf>

[6] <http://www.cu.edu/employee-services/business-partners-ppldr/biz-partner-resources/employee-services-procedure-45>

[7] <http://www.cu.edu/sites/default/files/person-model.pps>

[8] <http://www.cu.edu/sites/default/files/multiple-components-pay.pdf>