<table>
<thead>
<tr>
<th>MONTH</th>
<th>DATE</th>
<th>TRAINING</th>
<th>MONTH</th>
<th>DATE</th>
<th>TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1/21</td>
<td>2020 W-4 &amp; IRS Tax Estimator</td>
<td>July</td>
<td>7/21</td>
<td>Faculty Contracts</td>
</tr>
<tr>
<td>February</td>
<td>2/18</td>
<td>Funding Entry and Suspense</td>
<td>August</td>
<td>8/18</td>
<td>Calculating a Paycheck</td>
</tr>
<tr>
<td>March</td>
<td>3/17</td>
<td>Department Budget Table and Rollover</td>
<td>September</td>
<td>9/15</td>
<td>Navigating Work and Exception Time Recording</td>
</tr>
<tr>
<td>April</td>
<td>4/21</td>
<td>Payroll Expense Transfer (PET) Entry</td>
<td>October</td>
<td>10/20</td>
<td>PeopleSoft HCM Reporting</td>
</tr>
<tr>
<td>May</td>
<td>5/19</td>
<td>HRGL Payroll Reporting</td>
<td>November</td>
<td>11/17</td>
<td>Payroll End of Year Tasks</td>
</tr>
<tr>
<td>June</td>
<td>6/19</td>
<td>Multiple PET Hands-on Labs - TBD</td>
<td>December</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**January**
- 1/21: Webinar about the Department Budget Table and Rollover.
- 2/20: HRGL Payroll Reporting.
- 3/31: Multiple PET Hands-on Labs - TBD.

**February**
- 2/18: Funding Entry and Suspense.

**March**
- 3/17: Department Budget Table and Rollover.
- 4/21: Payroll Expense Transfer (PET) Entry.

**April**
- 5/19: HRGL Payroll Reporting.

**May**
- 6/19: Multiple PET Hands-on Labs - TBD.

**June**
- 7/21: Faculty Contracts.
- 8/18: Calculating a Paycheck.
- 10/20: PeopleSoft HCM Reporting.
- 11/17: Payroll End of Year Tasks.
- 12/24: n/a.

**January**
- 2/20: HRGL Payroll Reporting.
- 3/31: Multiple PET Hands-on Labs - TBD.

**February**
- 2/18: Funding Entry and Suspense.

**March**
- 3/17: Department Budget Table and Rollover.
- 4/21: Payroll Expense Transfer (PET) Entry.

**April**
- 5/19: HRGL Payroll Reporting.

**May**
- 6/19: Multiple PET Hands-on Labs - TBD.

**June**
- 7/21: Faculty Contracts.
- 8/18: Calculating a Paycheck.
- 10/20: PeopleSoft HCM Reporting.
- 11/17: Payroll End of Year Tasks.
- 12/24: n/a.

**Tables and Charts**

**Key:** Monthly HCM Campus Call

**Feedback:**
- es.campus-outreach@cu.edu

**Revised:** March 19, 2020

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**HCM Training Schedule** | Prepared by: Employee Services

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