

HCM TRAINING SCHEDULE 2020

TRAINING OPPORTUNITY	WEBINARS AND STRUCTURED LABS	Key: Monthly HCM Campus Call Payroll Expense Transfer (PET) Labs were cancelled
DEPARTMENT	PAYROLL	

MONTH	DATE	TRAINING	MONTH	DATE	TRAINING
January	1/21	2020 W-4 & IRS Tax Estimator	July	7/21	Faculty Contracts
February	2/18	Funding Entry and Suspense	August	8/18	Calculating a Paycheck
March	3/17	Department Budget Table and Rollover	September	9/15	Navigating Work and Exception Time Recording
April	4/21	Payroll Expense Transfer (PET) Entry	October	10/20	PeopleSoft HCM Reporting
May	5/19	HRGL Payroll Reporting	November	11/17	Payroll End of Year Tasks
June	Multiple	PETs – Beyond the Step-by-Step Guide	December	n/a	n/a

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
																												31													
JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31		