# HCM Training Schedule 2020

## Department
### Payroll

<table>
<thead>
<tr>
<th>Month</th>
<th>Date(s)</th>
<th>Training</th>
<th>Month</th>
<th>Date(s)</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>Time and Leave</td>
</tr>
<tr>
<td>March</td>
<td>3/17</td>
<td>Department Budget Table and Rollover</td>
<td>September</td>
<td>9/10</td>
<td>Calculating a Pay Check</td>
</tr>
<tr>
<td>April</td>
<td>4/21</td>
<td>PET Expense Transfer (PET) Entry</td>
<td>October</td>
<td>10/20</td>
<td>PeopleSoft HCM Reporting</td>
</tr>
<tr>
<td>May</td>
<td>Multiple</td>
<td>PET Hands On Labs - TBD</td>
<td>November</td>
<td>11/17</td>
<td>Payroll End of Year Tasks</td>
</tr>
<tr>
<td>June</td>
<td>6/16</td>
<td>HRGL Payroll Reporting</td>
<td>December</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

## Training Opportunities
- **WEBINARS AND STRUCTURED LABS**
  - **PAYROLL**
    - **HCM Campus**
    - **WEBINARS**
    - **AND STRUCTURED LABS**
    - **TRAINING**
      - **Monthly HCM Campus Call**
      - **Payroll Expense Transfer (PET) Labs**

## Key Dates
- **6/16**
- **4/21**
- **3/17**
- **2/18**
- **1/21**

**Revised:** December 11, 2019

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