

HCM TRAINING SCHEDULE 2019

TRAINING OPPORTUNITY	WEBINARS AND STRUCTURED LABS	Key: HCM Biweekly Call
DEPARTMENTS	EMPLOYEE LEARNING AND DEVELOPMENT AND PAYROLL	PET Labs-TBD

MONTH	DATE(S)	TRAINING	MONTH	DATE(S)	TRAINING
January	n/a	HCM Data Road Map: Offer 2020	July	7/2; 7/16	Tuition Assistance Benefit (TAB); Contracts
February	2/26	HCM Data Road Map: Relationships & Best Practices	August	8/13	Hiring Best Practices
March	3/12	Employee Time and Leave Recording	September	9/10	Calculating a Pay Check
April	4/23	Time and Leave Processing and Audits	October	10/8; 10/22	Special Pay; TAB Taxation
May	5/7; 5/21	DBT & Fiscal Rollover; TAB tax; PET (labs-all month)	November	11/5; 11/19	Fixing Pay; Year End Wrap-Up
June	6/4; 6/18	Suspense and Clearing Fund Distrib; General Ledger	December	12/3	TAB

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								
		1	2	3	4	5						1	2						1	2		1	2	3	4	5	6			1	2	3	4			1						
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
														31																				30								
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	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5			1	2	1	2	3	4	5	6	7				
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					