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HCM upgrade is just around the corner; prepare at educational workshops [1]

October 23, 2020 by Employee Services [2]

On Nov. 9, the HCM's Job Change, Pay Rate Changes and Leave functions will transition to Template-based Transactions (TBT), along with additional updates.

It's time to get hands-on and practice before these changes are implemented. We highly encourage you to join your campus Human Resources teams as they walk you through an interactive, online learning session of the changes. You can then experiment within a test environment to see what to expect. Workshop registration is available via Skillsoft.

Find a workshop time that works for you:

UCCS
Oct. 27, 1 - 4 p.m.
Oct. 29, 9 a.m. - Noon

CU Anschutz
Oct. 27, 9 a.m. - Noon
Oct. 27, 1 - 4 p.m.
Nov. 5. 9 a.m. - Noon
Nov. 5, 1 - 4 p.m.

CU Boulder
Oct. 28, 9 a.m. - Noon
Nov. 5, 1 - 4 p.m.

CU Denver
Oct. 29, 9 a.m. – Noon
Oct. 29, 1 – 4 p.m.
Nov. 3, 9 a.m. – Noon
Nov. 3, 1 – 4 p.m.

How to register

1. Navigate to Skillsoft here [3].

2. Find the workshop you would like to attend and select **Details**. (See an example [4].)
3. Select **View** under the **Notes** of the course. (See an example [5])
4. When you have verified the correct course, select **Enroll**. You will be automatically enrolled, and you will receive a calendar event with Zoom information.

Up next: Additional resources to prepare

Self-led Skillsoft courses will soon be available to help you navigate the new changes after the upgrade launches. Courses will be on the Projects [6] page when available, along with step-by-step guides.

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