**CHAMPLAIN COLLEGE**                                    **Professional Development, DareU <dareu@champlain.edu>**

## Oracle Human Capital Management Training Schedule and Registration Forms

**DareU** <dareu@champlain.edu>                                                    Thu, Feb 20, 2020 at 11:50 AM
Bcc: AllEmployees <allemployees@champlain.edu>

Dear Colleagues,

As we are approaching our Go-Live date for Oracle Human Capital Management (HCM) system, we want to share with you the training schedule for March. It is our goal to provide you with ample opportunities to learn the new system and get hands-on experience performing the functions that are available to you.

Every individual will utilize Oracle HCM at a different level and frequency, so for that reason, we composed five different trainings. This will give greater flexibility for you, as the end-user, to pick and choose the training most applicable to your needs. In addition to the training, drop-in hours at designated locations will provide additional support to help employees and managers to create, enter, submit, and approve timecards. The Career Collaborative will provide drop-in support to students to help them create, enter, submit, and approve timecards during the Peer Coaches' normal daily drop-in hours; 11:00 AM - 4:00 PM.

Each on-campus training session can accommodate up to 30 participants; registration is required for space accommodation purposes. Register for your on-campus training session(s) here or for Zoom training session(s) here. *Full sessions will automatically be removed from the registration form.*

The full training and drop-in schedules are located on the DARE U website and calendar. The PDF version is also attached.

**Training Session Descriptions**

**Employee Self-Service + Time and Absence**
**Audience:** All employees (salaried, hourly, full-time and part-time)
**Runtime:** Up to 2 Hours
This training will focus on applications that allow you to perform functions, such as but not limited to, change your name, add/change your contact information, update your demographic information and marital or veteran statuses, view/print your payslip, update your W-4, and view/update your benefits information. In addition, for those eligible for absence plans (personal, sick, vacation), the training will provide information on how to submit time-off requests to your manager. The remainder of the training will be dedicated to demonstrating the time entry module for non-exempt employees. Participating in the time entry portion of this training is optional for exempt employees.

**Note:** Exempt employees who manage student employees should also register for the *Time Entry Training for Supervisors of Students Employees*.

**Manager Self-Service + Time and Absence**
**Audience:** Managers of Staff and Faculty
**Runtime:** Up to 2 Hours
This training will focus on applications that allow you to perform managerial functions relating to managing your team and people, such as but not limited to, manage direct reports, manage absence requests, enter absence on behalf of direct reports, approve or reject submitted timecards, onboarding of new team members, delegate certain responsibilities to another team member, and initiate termination. In addition, for those eligible for absence plans (personal, sick, vacation), the training will provide information on how to submit time-off requests to your manager. The remainder of the training will be dedicated to demonstrating the time entry modules to equip managers with the knowledge to assist their non-exempt employees in submitting their timecard correctly. Participating in the time entry portion of this training is optional for managers with only exempt employees.

**Time and Absence**
**Audience:** All employees (salaried, hourly, full-time and part-time)
**Runtime:** 1 Hour
The training will focus on two areas, absence requests and time entry. The first portion of the training will walk participants through the steps to create a new absence request, check the status of an existing request, withdraw a request, and view absence balances. The second portion will be dedicated to demonstrating the time entry module for non-exempt employees, at which point, exempt employees' participation is optional.

**Time Entry Training for Supervisors of Student Employees**
**Audience:** Supervisors of Student Employees (On-Campus & Off-Campus)
**Runtime:** 1 Hour
The training will focus only on the time entry module to equip supervisors of students with the knowledge to assist their student employees in submitting their timecards correctly and successfully, especially students who hold multiple active positions.

**Time Entry Training for Student Employees (Registration not required)**
**Audience:** Student Employees
**Runtime:** 1 Hour
The training will focus on walking student employees through the steps of creating, entering, and submitting their timecard correctly and successfully.

*Step by step reference guides for all training will be provided at the training and also made accessible through the Dare U website beginning on March 3rd.*

Best,

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**DARE U Team**
*People Center - Champlain College*



 **HCM Full Training Schedule (Staff and Faculty).pdf**
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