



Caroline Agardy
Vice President

MEMORANDUM

TO: HR Contacts

FROM: Caroline Agardy, Vice President for Human Resources

DATE: February 4, 2019

RE: Required Training for HR Contacts

Required training events are now on the calendar for HR Contacts, in preparation for go-live of the PeopleSoft HR/Payroll system on April 1, 2019. These sessions provide practical information that will help you as we transition to the new system.

Required for all HR Contacts:

The one-day **Training for HR Contacts** will give you an in-depth look at the new system – and a hands-on opportunity to perform HR actions and use the system's eForms. Expect an email from Teresa Alfonso, HR Systems Trainer, regarding the specific day and time for your session.

Required for HR Contacts who hire students:

The **Student Hire webinar** will show you the process, functions and eForms that will be used beginning in April. The session will be repeated, so you can select the day and time that best fits your schedule: February 13 (9-11 a.m.) or March 26 (1-3 p.m.). In a forthcoming email, you will receive details and Adobe Connect links.

Required for HR Contacts who are Benefits Administrators:

The **Benefits Administrator webinar** will deliver information about the new system's functions and eForms for these actions – and include time for Q-and-A. The session is on March 21 (9-11 a.m.). Details and a webinar link will be sent by email soon.

With the new system being implemented in April, this training will provide critical preparation. Thank you for making it a high priority.