October

Benefits Walk-in Session

During the walk-in sessions, you will be able to ask questions related to your benefits. If you have questions that are personal/confidential about your benefits, we will do our best to use virtual breakout rooms to protect your privacy or we can speak outside of the session.

Target Audience: Faculty and Staff
Location: Zoom Registration Link
Date: Thursday, October 6th, 2022
Time: 11:00am – 12:00pm (60 minutes)

Hope to see you there!

Performance Management-Goal Setting for Supervisors

Come join the HR Services team for a discussion centered around Setting Performance Goals, including guidance on topics such as "what should the conversation look like with my supervisor?", "how do I create goals that are measurable?", "the first stage of the performance review is complete, now what?", and more!

Target Audience: Supervisors
Location: Zoom Registration Link
Date: Tuesday, October 11th, 2022
Time: 2:00pm – 3:00pm (60 minutes)
October

Pageup Hiring Manager Training

This presentation will provide an overview of the Recruitment System. During this overview, the different functions of the system that support the recruitment life cycle will be discussed. This training is intended for hiring managers, supervisors, and administrators.

Target Audience: Hiring managers
Location: Zoom Registration Link
Date: Tuesday, October 12th, 2022
Time: 12:30pm – 1:30pm (60 minutes)

Intro to ePAFs

This is an introduction on how to use the Electronic Personnel Action Form (ePAF) system as an ePAF Originator and ePAF Approver.

Target Audience: Faculty & Staff
Location: Zoom Registration Link
Date: Thursday, October 13th, 2022
Time: 12:30pm – 1:30pm (60 minutes)
Benefits Walk-in Session

During the walk-in sessions, you will be able to ask questions related to your benefits. If you have questions that are personal/confidential about your benefits, we will do our best to use virtual breakout rooms to protect your privacy or we can speak outside of the session.

**Target Audience:** Faculty and Staff  
**Location:** Zoom Registration Link  
**Date:** Thursday, October 20th, 2022  
**Time:** 12:00pm – 1:30pm (90 minutes)

Hope to see you there!

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Employee Life Cycle: A Systems Overview for Employee Transactions

This 90-minute presentation will provide an overview of the different HR processes and transactions you will need to learn and implement during the employee life cycle of your staff. This training was designed for Department Heads, Hiring Managers, Supervisors, or Administrators. New Supervisors at TC are encouraged to complete this training within 90 days of employment.

**Target Audience:** Faculty and Staff  
**Location:** Zoom Registration Link  
**Date:** Thursday, October 20th, 2022  
**Time:** 12:00pm – 1:30pm (90 minutes)
October

Best Practices for Recruitment, Selection, & Onboarding

This 90 minute training will provide Hiring Managers with best practices for finding the right talent to meet your business needs. We will walk you through the full cycle recruitment process and provide you with strategies for running a successful and inclusive search.

Target Audience: Faculty and Staff
Location: Zoom Registration Link
Date: Tuesday, October 25th, 2022
Time: 10:00am – 11:30am (90 minutes)

Performance Management- Goal Setting for Employees

Come join the HR Services team for a discussion centered around Setting Performance Goals, including guidance on topics such as "what should the conversation look like with my supervisor?", "how do I create goals that are measurable?", "the first stage of the performance review is complete, now what?", and more!

Target Audience: Faculty and Staff
Location: Zoom Registration Link
Date: Tuesday, October 25th, 2022
Time: 2:00pm – 3:00pm (60 minutes)
Benefits Walk-in Session

During the walk-in sessions, you will be able to ask questions related to your benefits. If you have questions that are personal/confidential about your benefits, we will do our best to use virtual breakout rooms to protect your privacy or we can speak outside of the session.

Target Audience: Faculty and Staff  
Location: Zoom Registration Link  
Date: Thursday, November 3rd, 2022  
Time: 11:00am – 12:00pm (60 minutes)

Hope to see you there!

Employee Life Cycle: A Systems Overview for Employee Transactions

This 90-minute presentation will provide an overview of the different HR processes and transactions you will need to learn and implement during the employee life cycle of your staff. This training was designed for Department Heads, Hiring Managers, Supervisors, or Administrators. New Supervisors at TC are encouraged to complete this training within 90 days of employment.

Target Audience: Faculty and Staff  
Location: Zoom Registration Link  
Date: Thursday, November 10th, 2022  
Time: 12:00pm – 1:30pm (90 minutes)
November

Best Practices for Recruitment, Selection & Onboarding

This 90 minute training will provide Hiring Managers with best practices for finding the right talent to meet your business needs. We will walk you through the full cycle recruitment process and provide you with strategies for running a successful and inclusive search.

Target Audience: Hiring Managers
Location: Zoom Registration Link
Date: Tuesday, November 15th, 2022
Time: 10:00am – 11:30am (90 minutes)

Pageup Hiring Manager Training

This presentation will provide an overview of the Recruitment System. During this overview, the different functions of the system that support the recruitment life cycle will be discussed. This training is intended for hiring managers, supervisors, and administrators.

Target Audience: Hiring managers
Location: Zoom Registration Link
Date: Wednesday, November 16th, 2022
Time: 12:30pm – 1:30pm (60 minutes)
Benefits Walk-in Session

During the walk-in sessions, you will be able to ask questions related to your benefits. If you have questions that are personal/confidential about your benefits, we will do our best to use virtual breakout rooms to protect your privacy or we can speak outside of the session.

Target Audience: Faculty and Staff
Location: Zoom Registration Link
Date: Thursday, November 17th, 2022
Time: 11:00am – 12:00pm (60 minutes)

Hope to see you there!

Intro to ePAFs

This is an introduction on how to use the Electronic Personnel Action Form (ePAF) system as an ePAF Originator and ePAF Approver.

Target Audience: Faculty and Staff
Location: Zoom Registration Link
Date: Thursday, November 17th, 2022
Time: 12:30pm – 1:30pm (60 minutes)
December

Benefits Walk-in Session

During the walk-in sessions, you will be able to ask questions related to your benefits. If you have questions that are personal/confidential about your benefits, we will do our best to use virtual breakout rooms to protect your privacy or we can speak outside of the session.

Target Audience: Faculty and Staff
Location: Zoom Registration Link
Date: Thursday, December 1st, 2022
Time: 11:00am – 12:00pm (60 minutes)

Hope to see you there!

ePAF Training: Fall Semester Reappointments & Automated Reappointment Letters

Come join us as we show you (either for the first time or as a refresher) how to submit semester based ePAFs. This will include submitting reappointments, creating reappointment letters and including COLA increases for grant based reappointments. Please register on the link provided.

Target Audience: Faculty and Staff
Location: Zoom Registration Link
Date: Tuesday, December 6th, 2022
Time: 11:00am – 12:15pm (75 minutes)
December

ePAF Training: Fall Semester Reappointments & Automated Reappointment Letters

Come join us as we show you (either for the first time or as a refresher) how to submit semester based ePAFs. This will include submitting reappointments, creating reappointment letters and including COLA increases for grant based reappointments. Please register on the link provided.

**Target Audience:** Faculty and Staff  
**Location:** Zoom Registration Link  
**Date:** Wednesday, December 7th, 2022  
**Time:** 10:00am – 11:15am (75 minutes)

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Employee Life Cycle: A Systems Overview for Employee Transactions

This 90-minute presentation will provide an overview of the different HR processes and transactions you will need to learn and implement during the employee life cycle of your staff. This training was designed for Department Heads, Hiring Managers, Supervisors, or Administrators. New Supervisors at TC are encouraged to complete this training within 90 days of employment.

**Target Audience:** Faculty and Staff  
**Location:** Zoom Registration Link  
**Date:** Thursday, December 8th, 2022  
**Time:** 12:00pm – 1:30pm (90 minutes)
December

Best Practices for Recruitment, Selection, & Onboarding

This 90 minute training will provide Hiring Managers with best practices for finding the right talent to meet your business needs. We will walk you through the full cycle recruitment process and provide you with strategies for running a successful and inclusive search.

**Target Audience:** Hiring Managers  
**Location:** Zoom Registration Link  
**Date:** Tuesday, December 13th, 2022  
**Time:** 10:00am – 11:30am (90 minutes)

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Pageup Hiring Manager Training

This presentation will provide an overview of the Recruitment System. During this overview, the different functions of the system that support the recruitment life cycle will be discussed. This training is intended for hiring managers, supervisors, and administrators.

**Target Audience:** Hiring managers  
**Location:** Zoom Registration Link  
**Date:** Wednesday, December 14th, 2022  
**Time:** 12:30pm – 1:30pm (60 minutes)
December

Benefits Walk-in Session

During the walk-in sessions, you will be able to ask questions related to your benefits. If you have questions that are personal/confidential about your benefits, we will do our best to use virtual breakout rooms to protect your privacy or we can speak outside of the session.

Target Audience: Faculty and Staff
Location: Zoom Registration Link
Date: Thursday, December 15th, 2022
Time: 11:00am – 12:00pm (60 minutes)

Hope to see you there!

Intro to ePAFs

This is an introduction on how to use the Electronic Personnel Action Form (ePAF) system as an ePAF Originator and ePAF Approver.

Target Audience: Faculty & Staff
Location: Zoom Registration Link
Date: Thursday, December 15th, 2022
Time: 12:30pm – 1:30pm (60 minutes)