One of our objectives is to provide quality training that supports the application or HR systems and related processes. For more information about our services, visit our website (listed at bottom of page).

If you have questions, please email HRSD@uillinois.edu. For questions about a particular course, email the instructor:

Irma Rayborn — irayborn@uillinois.edu
Alpay Sarabi — alsarabi@uillinois.edu

To Register for training, visit the Registration Website on DART:
https://hrnet.uihr.uillinois.edu/dart-cf/sessions/index.cfm

Please note that registration begins 2 months before the course date.

Do you want updates on upcoming training opportunities? Subscribe to the HR Training Subscription Service! (Details on page 4)

New Classes

Position Creation & Maintenance
This information session provides information on the fundamentals of locating, assigning, and reusing positions.
Course Length: 2 hours
Who Should Attend: Department HR personnel involved with setting up employee positions
Instructor: Irma Rayborn
Dates: 8/2/06 (2 sessions), 8/3/06

Processing Employee Separations
This course provides an overview and instructions for processing separation information for employees who are leaving the University. It includes responsibilities, data flow in the HR systems, departmental processing activities and reports.

Upon completion of this course, the participant will be able to:
• Explain the responsibilities for various components of the separation process
• Explain the procedure for processing an employee separation
• Identify processing activities in the HR systems
• Discuss policies and procedures relating to the various types of separation
• Identify support groups for assistance with processing separations

Course Length: 2 Hours
Who Should Attend: Department HR personnel involved with separating employees from the University
Instructor: Irma Rayborn
Dates: 9/15/06, 11/15/06

Processing Employee New Hires
This course instructs Department/Unit level HR users on processing New Hires, Rehires, and Transferring employees. The course includes policy information, responsibilities, and data flows through the system. Tools used for this processing include DART, PITR, and Banner forms.

Upon completion, participants will be able to:
• Locate policy guidelines for hiring, rehiring, and transferring employees
• Create and maintain position and position budget information
• Hire a new employee
• Rehire a returning employee
• Transfer a current employee to another Unit

Course Length: 2 hours
Who Should Attend: Department HR personnel involved with processing employee new hires
Instructor: Alpay Sarabi
Dates: 9/14/06, 9/29/06, 10/25/06, 12/15/06

“I finally feel I can do a proper job and make HR life easier.” - PITR Workshop attendee
**Special Series: HR Information Systems** The HR Information Systems (HRIS) Series is designed to build upon basic concepts presented in the introductory HR Information Systems Overview for Departments course. Four HR Information Systems are featured in-depth: Public (PANDA / TIGER), DART, Nessie New Hire and Nessie. In each of these classes, detailed information is presented about transactions processed in the systems as well as basic information which is found in each of them. See detailed descriptions below. The instructor for each class is Alpay Sarabi.

**HRIS Overview**

This overview introduces the purpose and inter-relationships of the HR systems currently in use by the University. This interactive session offers an opportunity to ask questions about the HR systems used when completing human resources related processes. This course allows functional Human Resource staff to understand the overall purpose of each system.

Upon completion of this course, participants will:

- Understand how to gain access to various HR Information Systems and who uses them.
- Understand how different HR applications are structured and how they are used.
- Explain how basic data is shared in the information systems.

Note: This course is a pre-requisite for the four follow-up classes in the HR Information Systems Series. Please contact Alpay Sarabi if you have questions.

**Course Length:** 2 hours

**Who Should Attend:** Department HR personnel who need a basic understanding of the various HR information systems.

**Dates:** 9/1/06, 10/4/06, 11/2/06

---

**HRIS Series: Public (PANDA/TIGER)**

This course presents the most common transactions processed through Public website. The discussion includes how applicants can properly submit an application for Civil Service, Academic and Extra Help positions and how current employees can have their employment verified through TIGER.

Other topics discussed include:

- How the Civil Service/Extra Help application is processed
- The Civil Service exam request process
- How the Academic application is processed
- The Employment Verification System (EVS)

**Course Length:** 2 hours

**Who Should Attend:** Department HR personnel who need an understanding of the Public website and what is processed there.

**Dates:** 8/11/06, 10/6/06, 11/10/06

---

**HRIS Series: DART Applications**

This course discusses the most common transactions processed through DART. Attendees learn how DART shares data with Banner during new hire logon process.

Other topics of discussion include:

- New Hire Logon Creation
- Employee Group Change
- Search New Hire Status
- Policies/Labor
- Reporting and Training options

**Course Length:** 2 hours

**Who Should Attend:** Department HR personnel who use DART to process transactions or locate information.

**Dates:** 8/11/06, 10/6/06, 11/10/06

---

**HRIS Series: Nessie New Hire**

This course provides information on transactions processing in Nessie New Hire. Although HR Department users do not process all of the New Hire transactions for their employees, it is important to understand what is done in Nessie New Hire so they can advise employees as questions arise. Topics discussed include:

- New hire orientation & benefits selection
- Processing employee information forms
- Completing electronic W-2 form & direct deposit

**Course Length:** 2 hours

**Who Should Attend:** Department HR personnel who need an understanding of Nessie New Hire.

**Dates:** 8/18/06, 10/13/06, 11/16/06

---

**HRIS Series: Nessie**

This course provides information on the most common transactions processed by the employee through Nessie. Although HR Department users do not process all of the Nessie transactions for their employees, it is important that they understand Nessie functions so they can advise employees as questions arise.

The discussion includes:

- Navigating Nessie
- Announcements
- Compensation (including Direct Deposit)
- Life Events
- Personal Information and Careers
- Policies and Labor
- Training

**Course Length:** 2 hours

**Who Should Attend:** Department HR personnel.

**Dates:** 8/18/06, 10/13/06, 11/16/06

For more information, visit us at [https://hrnet.uillinois.edu/dart-cf/training/index.cfm](https://hrnet.uillinois.edu/dart-cf/training/index.cfm)
**Ongoing Learning Opportunities**

**Leave of Absence Processing For Departments**

This course provides an overview of various types of Leave of Absence available to employees. Leaves discussed include FMLA, military, parental, maternity and special leaves for designated classes.

Upon completion of this course, participants will be able to:

- Identify University policy guidelines and responsibilities for a Leave
- Review various types of Leaves
- Review Banner/PITR transactions
- Explain the Shared Benefits Program
- Discuss Leave Reports
- Identify Support groups

**Course Length:** 3 hours

**Audience:** Department HR personnel involved with processing employee leaves of absence

**Instructor:** Irma Rayborn

**Dates:** 8/24/06, 10/20/06, 12/8/06

---

**Web-Based Training: Introduction to HR / Payroll Banner**

This Web-Based Training (WBT) course provides a high-level overview of the Human Resources/Payroll module of the SCT Banner System Version 7.2.

This course introduces general database terms and concepts and the Banner system.

Lessons focus on:

- Banner navigation
- Terminology
- Interfaces
- Forms

HRP 100 identifies and focuses on topics as they relate to the Human Resources/Payroll module.

While this course does not have any pre-requisites, it does prepare employees for courses that require proficient Banner navigation. This course provides an excellent foundation for all other Banner-based courses.

**Course Length:** Self-paced, approximately 1.5 hours

**Audience:** All HR Professionals in the University who need a basic understanding of Banner navigation and HR structure

To access this WBT course, please visit [https://hrnet.uihr.uillinois.edu/dart-cf/index.cfm?item_id=2534](https://hrnet.uihr.uillinois.edu/dart-cf/index.cfm?item_id=2534)

---

**PITR Workshops**

There are two different workshops that teach departmental HR staff to process common transactions in the life of an employee’s record.

Upon completion, participants will be able to:

- Request a PITR through PEAR
- Describe the PITR process and understand PITR sections and fields
- Access and complete PITR for common transactions
- Identify common problems and troubleshooting options

The two workshops focus on different employee groups:

**Academic PITR Workshop for Departments** focuses on PITR processing for academic employees, including faculty.

**Civil Service & Extra Help PITR Workshop for Departments** focuses on PITR processing for Civil Service and Extra Help employee groups.

The activities and examples in each workshop are tailored for the different employee groups. Please note that these sessions are specifically targeted for departmental PITR submitters.

**Course Length:** 2 hours

**Audience:** Department HR personnel who complete and submit PITRs

**Instructor:** Alpay Sarabi

**Workshop 1 Academic**

**Dates:** 8/10/06, 12/13/06

**Workshop 2 Civil Service & Extra Help**

**Dates:** 8/9/06, 12/14/06

---

**College & University Professional Association for Human Resources (CUPA-HR) Webinar Series**

During the 2006 Academic year, HR Staff Development hosted a series of webinars offered through the College and University Professional Association for Human Resources (CUPA-HR). These webinars examined a range of subjects pertinent to HR professionals and provided insight into modern HR strategies and management practices. At the conclusion of the CUPA-HR presentations, we provided facilitated discussions of the topics by UI experts who related the topic to the University’s environment. The 2007 CUPA-HR Webinar Series is coming to a location near you. Look for announcements for the new dates and topics.
To Register for training courses, visit the DART Registration Website:
https://hrnet.uihr.uillinois.edu/dart-cf/sessions/index.cfm

Want the latest HR Training Updates?
Register for our Subscription Service!

By registering for the HR Training Subscription Service, you will receive information about training schedules, course updates, special training events, and other opportunities as they are available.

Here’s how to register:
1. Open the URL:
https://hrnet.uihr.uillinois.edu/dart-cf/HRSubscription/index.cfm
2. On the right side of the screen, click “sign up to receive HR training communications via email”.
3. Login using your Enterprise ID and password.
4. You will go to a page titled HR Training Subscription Service. Click the Continue button at the bottom of the page.
5. Enter your email address, select your notification preferences and your home campus.
6. Click Submit. You will receive a confirmation page indicating “You will receive an email shortly confirming your subscription. …..”
7. When the email arrives to the address you provided, confirm your subscription by clicking the Confirm my Subscription link in the email. Upon doing so, you will be taken to a final confirmation screen in DART.

Customized courses for your group are available - email hrsd@uillinois.edu for details

Franklin Covey© Workshops Taught by Franklin Covey© certified instructors - available upon request. For more details see our web site at the bottom of this page.

Based on Stephen Covey’s The 7 Habits of Highly Effective People, this three-day workshop is devoted to seven principles that give individuals the tools to improve personal and professional effectiveness. This provides the foundation for improved sustainable performance.

The one-day “4 Disciplines of Execution” identifies four clear disciplines that ensure focus and execution of an organization’s top priorities. When properly deployed, individual and organizational performance increases.

The one-day “4 Roles of Leadership” helps supervisors and managers identify and develop their abilities in pathfinding (establishing their unit’s direction), aligning (build the unit’s systems and processes), empowering (facilitating staff), and modeling (building trust and modeling behavior). Participants discover how to implement these roles without taking their eye off the day-to-day management needs.

---

“I would recommend it to new employees or to anyone that wants a review.”
—Leave of Absence Processing Attendee