2023 2024 HRS Training Schedule

Session	Title	Date	Time	Location
September 2023				
Session A:	Introduction to Personnel	Wednesday, September 13, 2023	9:00 am – 4:00 pm	LACOE EC 151
Session H:	District Benefits & Table Maintenance	Thursday, September 14, 2023	9:00 am – 11:00 am	Virtual
Session T:	Introduction to Payroll Tax Reconciliation	Thursday, September 14, 2023	1:00 pm – 4:00 pm	Virtual
Session P:	Introduction to Payroll	Tuesday, September 19, 2023	9:00 am – 12:00 pm	LACOE EC 151
Session B:	Tables – District Maintained	Tuesday, September 19, 2023	9:00 am – 12:00 pm	Virtual
Session E:	Time Reporting	Tuesday, September 19, 2023	1:00 pm – 4:00 pm	LACOE EC 151
Session C:	Work Calendars	Tuesday, September 26, 2023	9:00 am – 12:00 pm	Virtual
October 2023				
Session G:	PERS Retirement Coding & Prior Period Adjustments	Tuesday, October 3, 2023	9:00 am – 12:00 pm	LACOE EC 151
Session T:	Introduction to Payroll Tax Reconciliation	Tuesday, October 3, 2023	1:00 pm - 4:00 pm	LACOE EC 151
Session F:	STRS Retirement Coding & Prior Period Adjustments	Thursday, October 5, 2023	9:00 am – 12:00 pm	Virtual
Session B:	Tables – District Maintained	Tuesday, October 10, 2023	9:00 am – 12:00 pm	LACOE EC 151
Session H:	District Benefits & Table Maintenance	Tuesday, October 10, 2023	9:00 am – 12:00 pm	Virtual
Session P:	Introduction to Payroll	Wednesday, October 11, 2023	9:00 am – 12:00 pm	LACOE EC 151
Session I:	Payroll Processing	Wednesday, October 11, 2023	1:00 pm – 4:00 pm	LACOE EC 151
Session A:	Introduction to Personnel	Tuesday, October 17, 2023	9:00 am – 12:00 pm	Virtual
Session D:	EDB Maintenance	Wednesday, October 25, 2023	9:00 am – 12:00 pm	LACOE EC 151
Session J:	Position Control	Thursday, October 26, 2023	1:00 pm – 4:00 pm	Virtual
November 2023				
Session A:	Introduction to Personnel	Wednesday, November 1, 2023	9:00 am – 4:00 pm	LACOE EC 151
Session G:	PERS Retirement Coding & Prior Period Adjustments	Thursday, November 2, 2023	9:00 am – 12:00 pm	Virtual
Session B:	Tables – District Maintained	Wednesday, November 15, 2023	9:00 am – 12:00 pm	Virtual
Session E:	Time Reporting	Tuesday, November 14, 2023	9:00 am – 12:00 pm	Virtual
Session K:	Cash Collection	Tuesday, November 14, 2023	1:00 pm – 4:00 pm	Virtual
Session C:	Work Calendars	Tuesday, November 28, 2023	9:00 am – 12:00 pm	Virtual
December 2023				
Session G:	PERS Retirement Coding & Prior Period Adjustments	Tuesday, December 5, 2023	9:00 am – 12:00 pm	Virtual
Session F:	STRS Retirement Coding & Prior Period Adjustments	Wednesday, December 6, 2023	9:00 am – 12:00 pm	Virtual
Session H:	District Benefits & Table Maintenance	Wednesday, December 6, 2023	9:00 am – 12:00 pm	Virtual
Session I:	Payroll Processing	Wednesday, December 6, 2023	1:00 pm – 4:00 pm	Virtual
Session A:	Introduction to Personnel	Tuesday, December 12, 2023	9:00 am – 12:00 pm	Virtual
Session J:	Position Control	Tuesday, December 12, 2023	1:00 pm – 4:00 pm	Virtual

Session	Title	Date	Time	Location
January 2024				
Session G:	PERS Retirement Coding & Prior Period Adjustments	Thursday, January 4, 2024	9:00 am – 12:00 pm	Virtual
Session A:	Introduction to Personnel	Wednesday, January 10, 2024	9:00 am – 12:00 pm	Virtual
Session K:	Cash Collection	Thursday, January 11, 2024	9:00 am – 12:00 pm	Virtual
Session T:	Introduction to Payroll Tax Reconciliation	Thursday, January 11, 2024	1:00 pm - 4:00 pm	Virtual
Session C:	Work Calendars	Wednesday, January 24, 2024	9:00 am – 12:00 pm	Virtual
Session D:	EDB Maintenance	Wednesday, January 31, 2024	9:00 am – 12:00 pm	Virtual
February 2024				
Session P:	Introduction to Payroll	Thursday, February 1, 2024	9:00 am – 12:00 pm	Virtual
Session F:	STRS Retirement Coding & Prior Period Adjustments	Friday, February 2, 2024	9:00 am – 12:00 pm	Virtual
Session E:	Time Reporting	Monday, February 5, 2024	1:00 pm – 4:00 pm	Virtual
Session A:	Introduction to Personnel	Wednesday, February 7, 2024	9:00 am – 12:00 pm	Virtual
Session B:	Tables – District Maintained	Wednesday, February 14, 2024	9:00 am – 12:00 pm	Virtual
Session J:	Position Control	Tuesday, February 27, 2024	1:00 pm – 4:00 pm	Virtual
Session C:	Work Calendars	Wednesday, February 28, 2024	9:00 am – 12:00 pm	Virtual
Session G:	PERS Retirement Coding & Prior Period Adjustments	Thursday, February 29, 2024	9:00 am – 12:00 pm	Virtual
March 2024				
Session G:	PERS Retirement Coding & Prior Period Adjustments	Tuesday, March 5, 2024	9:00 am – 12:00 pm	Virtual
Session D:	EDB Maintenance	Wednesday, March 6, 2024	9:00 am – 12:00 pm	Virtual
Session T:	Introduction to Payroll Tax Reconciliation	Wednesday, March 6, 2024	9:00 am – 12:00 pm	Virtual
Session A:	Introduction to Personnel	Wednesday, March 13, 2024	9:00 am – 4:00 pm	Virtual
Session B:	Tables – District Maintained	Wednesday, March 20, 2024	9:00 am – 12:00 pm	Virtual
April 2024				
Session C:	Work Calendars	Tuesday, April 2, 2024	9:00 am – 12:00 pm	Virtual
Session H:	District Benefits & Table Maintenance	Wednesday, April 3, 2024	9:00 am – 12:00 pm	Virtual
Session K:	Cash Collection	Thursday, April 4, 2024	1:00 pm – 4:00 pm	Virtual
Session F:	STRS Retirement Coding & Prior Period Adjustments	Thursday, April 4, 2024	9:00 am – 12:00 pm	Virtual
Session D:	EDB Maintenance	Tuesday, April 9, 2024	9:00 am – 12:00 pm	Virtual
Session P:	Introduction to Payroll	Tuesday, April 16, 2024	9:00 am – 12:00 pm	Virtual
Session E:	Time Reporting	Tuesday, April 16, 2024	1:00 pm – 4:00 pm	Virtual
Session A:	Introduction to Personnel	Wednesday, April 17, 2024	9:00 am – 4:00 pm	Virtual
Session B:	Tables – District Maintained	Tuesday, April 23, 2024	9:00 am – 12:00 pm	Virtual
Session J:	Position Control	Wednesday, April 24, 2024	1:00 pm – 4:00 pm	Virtual
Session G:	PERS Retirement Coding & Prior Period Adjustments	Tuesday, April 30, 2024	9:00 am – 12:00 pm	Virtual

Session	Title	Date	Time	Location
May 2024				
Session A:	Introduction to Personnel	Wednesday, May 1, 2024	9:00 am – 4:00 pm	Virtual
Session G:	PERS Retirement Coding & Prior Period Adjustments	Thursday, May 2, 2024	9:00 am – 12:00 pm	Virtual
Session D:	EDB Maintenance	Wednesday, May 8, 2024	9:00 am – 12:00 pm	Virtual
Session B:	Tables – District Maintained	Tuesday, May 14, 2024	9:00 am – 12:00 pm	Virtual
Session C:	Work Calendars	Wednesday, May 15, 2024	9:00 am – 12:00 pm	Virtual
Session T:	Introduction to Payroll Tax Reconciliation	Tuesday, May 21, 2024	9:00 am – 12:00 pm	Virtual
Session C:	Work Calendars	Tuesday, May 28, 2024	9:00 am – 12:00 pm	Virtual
June 2024				
Session G:	PERS Retirement Coding & Prior Period Adjustments	Tuesday, June 4, 2024	9:00 am – 12:00 pm	Virtual
Session D:	EDB Maintenance	Wednesday, June 5, 2024	9:00 am – 12:00 pm	Virtual
Session F:	STRS Retirement Coding & Prior Period Adjustments	Wednesday, June 12, 2024	9:00 am – 12:00 pm	Virtual
Session A:	Introduction to Personnel	Tuesday, June 11, 2024	9:00 am – 12:00 pm	Virtual