

2025 - 2026 HRS Training Schedule

Session	Title	Date	Time	Location
---------	-------	------	------	----------

September 2025

Session A:	Introduction to Personnel	Tuesday, September 9, 2025	9:00 am – 12:00 pm	Virtual
Session H:	District Benefits & Table Maintenance	Wednesday, September 10, 2025	9:00 am – 11:00 am	Virtual
Session T:	Introduction to Payroll Tax Reconciliation	Wednesday, September 10, 2025	1:00 pm – 4:00 pm	Virtual
Session B:	Tables – District Maintained	Tuesday, September 16, 2025	9:00 am – 12:00 pm	Virtual
Session P:	Introduction to Payroll	Wednesday, September 17, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session E:	Time Reporting	Wednesday, September 17, 2025	1:00 pm – 4:00 pm	LACOE EC 151
Session C:	Work Calendars	Tuesday, September 23, 2025	9:00 am – 12:00 pm	Virtual

October 2025

Session G:	PERS Retirement Coding & Prior Period Adjustments	Wednesday, October 1, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session F:	STRS Retirement Coding & Prior Period Adjustments	Thursday, October 2, 2025	9:00 am – 12:00 pm	Virtual
Session T:	Introduction to Payroll Tax Reconciliation	Thursday, October 2, 2025	1:00 pm - 4:00 pm	Virtual
Session H:	District Benefits & Table Maintenance	Tuesday, October 7, 2025	9:00 am – 12:00 pm	Virtual
Session B:	Tables – District Maintained	Wednesday, October 8, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session P:	Intro. to Payroll/ Payroll Processing/ Time Reporting	Wednesday, October 15, 2025	8:30 am – 12:30 pm	LACOE EC 151
Session A:	Introduction to Personnel	Wednesday, October 22, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session J:	Position Control	Thursday, October 23, 2025	9:00 am – 12:00 pm	Virtual

November 2025

Session A:	Introduction to Personnel	Wednesday, November 5, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session G:	PERS Retirement Coding & Prior Period Adjustments	Thursday, November 6, 2025	9:00 am – 12:00 pm	Virtual
Session P:	Intro. to Payroll/ Payroll Processing/ Time Reporting	Wednesday, November 12, 2025	8:30 am – 12:30 pm	LACOE EC 151
Session B:	Tables – District Maintained	Thursday, November 13, 2025	9:00 am – 12:00 pm	Virtual
Session K:	Cash Collection	Thursday, November 13, 2025	1:00 pm – 4:00 pm	Virtual
Session C:	Work Calendars	Tuesday, November 25, 2025	9:00 am – 12:00 pm	Virtual

December 2025

Session G:	PERS Retirement Coding & Prior Period Adjustments	Wednesday, December 3, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session F:	STRS Retirement Coding & Prior Period Adjustments	Wednesday, December 3, 2025	1:00 pm – 4:00 pm	LACOE EC 151
Session D:	EDB Maintenance	Tuesday, December 9, 2025	9:00 am – 12:00 pm	Virtual
Session H:	District Benefits & Table Maintenance	Wednesday, December 10, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session P:	Intro. to Payroll/ Payroll Processing/ Time Reporting	Wednesday, December 10, 2025	1:00 pm – 4:00 pm	LACOE EC 151
Session J:	Position Control	Thursday, December 11, 2025	9:00 am – 12:00 pm	Virtual
Session A:	Introduction to Personnel	Wednesday, December 17, 2025	9:00 am – 12:00 pm	LACOE EC 151

Session	Title	Date	Time	Location
---------	-------	------	------	----------

January 2026

Session G:	PERS Retirement Coding & Prior Period Adjustments	Tuesday, January 6, 2026	9:00 am – 12:00 pm	Virtual
Session A:	Introduction to Personnel	Wednesday, January 7, 2026	9:00 am – 12:00 pm	LACOE EC 151
Session T:	Introduction to Payroll Tax Reconciliation	Monday, January 12, 2026	1:00 pm - 3:00 pm	Virtual
Session K:	Cash Collection	Thursday, January 15, 2026	9:00 am – 12:00 pm	Virtual
Session C:	Work Calendars	Tuesday, January 20, 2026	9:00 am – 12:00 pm	Virtual
Session D:	EDB Maintenance	Wednesday, January 28, 2026	9:00 am – 12:00 pm	LACOE EC 151

February 2026

Session F:	STRS Retirement Coding & Prior Period Adjustments	Tuesday, February 10, 2026	9:00 am – 12:00 pm	Virtual
Session B:	Tables – District Maintained	Wednesday, February 11, 2026	9:00 am – 12:00 pm	LACOE EC 151
Session A:	Introduction to Personnel	Thursday, February 12, 2026	9:00 am – 12:00 pm	Virtual
Session P:	Intro. to Payroll/ Payroll Processing/ Time Reporting	Wednesday, February 18, 2026	8:30 am – 12:30 pm	LACOE EC 151
Session C:	Work Calendars	Wednesday, February 25, 2026	9:00 am – 12:00 pm	LACOE EC 151
Session J:	Position Control	Thursday, February 26, 2026	9:00 am – 12:00 pm	Virtual
Session G:	PERS Retirement Coding & Prior Period Adjustments	Thursday, February 26, 2026	1:00 pm – 4:00 pm	Virtual

March 2026

Session D:	EDB Maintenance	Tuesday, March 3, 2026	9:00 am – 12:00 pm	Virtual
Session T:	Introduction to Payroll Tax Reconciliation	Monday, March 9, 2026	9:00 am – 11:00 am	Virtual
Session B:	Tables – District Maintained	Tuesday, March 17, 2026	9:00 am – 12:00 pm	Virtual
Session G:	PERS Retirement Coding & Prior Period Adjustments	Wednesday, March 18, 2026	9:00 am – 12:00 pm	LACOE EC 151
Session A:	Introduction to Personnel	Wednesday, March 25, 2026	9:00 am – 12:00 pm	LACOE EC 151
Session K:	Cash Collection	Thursday, March 26, 2026	1:00 pm – 4:00 pm	Virtual

April 2026

Session H:	District Benefits & Table Maintenance	Wednesday, April 1, 2026	9:00 am – 12:00 pm	LACOE EC 151
Session F:	STRS Retirement Coding & Prior Period Adjustments	Wednesday, April 1, 2026	1:00 pm – 4:00 pm	LACOE EC 151
Session C:	Work Calendars	Thursday, April 2, 2026	9:00 am – 12:00 pm	Virtual
Session D:	EDB Maintenance	Tuesday, April 7, 2026	9:00 am – 12:00 pm	Virtual
Session B:	Tables – District Maintained	Tuesday, April 14, 2026	9:00 am – 12:00 pm	Virtual
Session P:	Intro. to Payroll/ Payroll Processing/ Time Reporting	Wednesday, April 15, 2026	8:30 am – 12:30 pm	LACOE EC 151
Session A:	Introduction to Personnel	Wednesday, April 22, 2026	9:00 am – 12:00 pm	LACOE EC 151
Session J:	Position Control	Thursday, April 23, 2026	9:00 am – 12:00 pm	Virtual
Session G:	PERS Retirement Coding & Prior Period Adjustments	Wednesday, April 29, 2026	9:00 am – 12:00 pm	LACOE EC 151

Session	Title	Date	Time	Location
---------	-------	------	------	----------

May 2026

Session A:	Introduction to Personnel	Wednesday, May 6, 2026	9:00 am – 12:00 pm	LACOE EC 151
Session C:	Work Calendars	Tuesday, May 12, 2026	9:00 am – 12:00 pm	Virtual
Session B:	Tables – District Maintained	Tuesday, May 19, 2026	9:00 am – 12:00 pm	Virtual
Session D:	EDB Maintenance	Wednesday, May 20, 2026	9:00 am – 12:00 pm	LACOE EC 151
Session C:	Work Calendars	Tuesday, May 26, 2026	9:00 am – 12:00 pm	Virtual
Session T:	Introduction to Payroll Tax Reconciliation	Thursday, May 28, 2026	9:00 am – 11:00 am	Virtual
Session G:	PERS Retirement Coding & Prior Period Adjustments	Thursday, May 28, 2026	9:00 am – 12:00 pm	Virtual

June 2026

Session F:	STRS Retirement Coding & Prior Period Adjustments	Tuesday, June 2, 2026	9:00 am – 12:00 pm	Virtual
Session D:	EDB Maintenance	Wednesday, June 3, 2026	9:00 am – 12:00 pm	LACOE EC 151
Session A:	Introduction to Personnel	Tuesday, June 9, 2026	9:00 am – 12:00 pm	Virtual
Session G:	PERS Retirement Coding & Prior Period Adjustments	Wednesday, June 10, 2026	9:00 am – 12:00 pm	LACOE EC 151