

## 2026 - 2027 HRS Training Schedule

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

### September 2026

|            |                                                       |                               |                    |              |
|------------|-------------------------------------------------------|-------------------------------|--------------------|--------------|
| Session A: | Introduction to Personnel                             | Tuesday, September 8, 2026    | 9:00 am – 12:00 pm | Virtual      |
| Session H: | District Benefits & Table Maintenance                 | Thursday, September 10, 2026  | 9:00 am – 11:00 am | Virtual      |
| Session T: | Introduction to Payroll Tax Reconciliation            | Thursday, September 10, 2026  | 1:00 pm – 4:00 pm  | Virtual      |
| Session B: | Tables – District Maintained                          | Tuesday, September 15, 2026   | 9:00 am – 12:00 pm | Virtual      |
| Session P: | Intro. to Payroll/ Payroll Processing/ Time Reporting | Wednesday, September 16, 2026 | 8:30 am – 12:30 pm | LACOE EC 151 |
| Session C: | Work Calendars                                        | Tuesday, September 22, 2026   | 9:00 am – 12:00 pm | Virtual      |
| Session G: | PERS Retirement Coding & Prior Period Adjustments     | Wednesday, September 30, 2026 | 9:00 am – 12:00 pm | LACOE EC 151 |
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### October 2026

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|------------|-------------------------------------------------------|-----------------------------|--------------------|--------------|
| Session F: | STRS Retirement Coding & Prior Period Adjustments     | Thursday, October 1, 2026   | 9:00 am – 12:00 pm | Virtual      |
| Session T: | Introduction to Payroll Tax Reconciliation            | Thursday, October 1, 2026   | 1:00 pm - 4:00 pm  | Virtual      |
| Session A: | Introduction to Personnel                             | Wednesday, October 7, 2026  | 9:00 am – 12:00 pm | LACOE EC 151 |
| Session H: | District Benefits & Table Maintenance                 | Thursday, October 8, 2026   | 9:00 am – 12:00 pm | Virtual      |
| Session P: | Intro. to Payroll/ Payroll Processing/ Time Reporting | Wednesday, October 14, 2026 | 8:30 am – 12:30 pm | LACOE EC 151 |
| Session B: | Tables – District Maintained                          | Wednesday, October 21, 2026 | 9:00 am – 12:00 pm | LACOE EC 151 |
| Session J: | Position Control                                      | Thursday, October 22, 2026  | 9:00 am – 12:00 pm | Virtual      |
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### November 2026

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|------------|-------------------------------------------------------|------------------------------|--------------------|--------------|
| Session A: | Introduction to Personnel                             | Wednesday, November 4, 2026  | 9:00 am – 12:00 pm | LACOE EC 151 |
| Session G: | PERS Retirement Coding & Prior Period Adjustments     | Thursday, November 5, 2026   | 9:00 am – 12:00 pm | Virtual      |
| Session B: | Tables – District Maintained                          | Thursday, November 12, 2026  | 9:00 am – 12:00 pm | Virtual      |
| Session K: | Cash Collection                                       | Thursday, November 12, 2026  | 1:00 pm – 4:00 pm  | Virtual      |
| Session P: | Intro. to Payroll/ Payroll Processing/ Time Reporting | Wednesday, November 18, 2026 | 8:30 am – 12:30 pm | LACOE EC 151 |
| Session C: | Work Calendars                                        | Tuesday, November 24, 2026   | 9:00 am – 12:00 pm | Virtual      |
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### December 2026

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|------------|-------------------------------------------------------|------------------------------|--------------------|--------------|
| Session G: | PERS Retirement Coding & Prior Period Adjustments     | Wednesday, December 2, 2026  | 9:00 am – 12:00 pm | LACOE EC 151 |
| Session F: | STRS Retirement Coding & Prior Period Adjustments     | Wednesday, December 2, 2026  | 1:00 pm – 4:00 pm  | LACOE EC 151 |
| Session D: | EDB Maintenance                                       | Tuesday, December 8, 2026    | 9:00 am – 12:00 pm | Virtual      |
| Session H: | District Benefits & Table Maintenance                 | Wednesday, December 9, 2026  | 9:00 am – 12:00 pm | LACOE EC 151 |
| Session P: | Intro. to Payroll/ Payroll Processing/ Time Reporting | Wednesday, December 9, 2026  | 1:00 pm – 4:00 pm  | LACOE EC 151 |
| Session J: | Position Control                                      | Thursday, December 10, 2026  | 9:00 am – 12:00 pm | Virtual      |
| Session A: | Introduction to Personnel                             | Wednesday, December 16, 2026 | 9:00 am – 12:00 pm | LACOE EC 151 |
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## January 2027

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|------------|---------------------------------------------------|-----------------------------|--------------------|--------------|
| Session G: | PERS Retirement Coding & Prior Period Adjustments | Tuesday, January 5, 2027    | 9:00 am – 12:00 pm | Virtual      |
| Session A: | Introduction to Personnel                         | Wednesday, January 6, 2027  | 9:00 am – 12:00 pm | LACOE EC 151 |
| Session T: | Introduction to Payroll Tax Reconciliation        | Thursday, January 14, 2027  | 1:00 pm - 3:00 pm  | Virtual      |
| Session K: | Cash Collection                                   | Friday, January 15, 2027    | 9:00 am – 12:00 pm | Virtual      |
| Session C: | Work Calendars                                    | Tuesday, January 19, 2027   | 9:00 am – 12:00 pm | Virtual      |
| Session D: | EDB Maintenance                                   | Wednesday, January 27, 2027 | 9:00 am – 12:00 pm | LACOE EC 151 |
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## February 2027

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|------------|-------------------------------------------------------|------------------------------|--------------------|--------------|
| Session F: | STRS Retirement Coding & Prior Period Adjustments     | Tuesday, February 9, 2027    | 9:00 am – 12:00 pm | Virtual      |
| Session B: | Tables – District Maintained                          | Wednesday, February 10, 2027 | 9:00 am – 12:00 pm | LACOE EC 151 |
| Session P: | Intro. to Payroll/ Payroll Processing/ Time Reporting | Wednesday, February 17, 2027 | 8:30 am – 12:30 pm | LACOE EC 151 |
| Session C: | Work Calendars                                        | Wednesday, February 24, 2027 | 9:00 am – 12:00 pm | LACOE EC 151 |
| Session J: | Position Control                                      | Thursday, February 25, 2027  | 9:00 am – 12:00 pm | Virtual      |
| Session G: | PERS Retirement Coding & Prior Period Adjustments     | Thursday, February 25, 2027  | 1:00 pm – 4:00 pm  | Virtual      |
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## March 2027

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|------------|---------------------------------------------------|---------------------------|--------------------|--------------|
| Session D: | EDB Maintenance                                   | Tuesday, March 2, 2027    | 9:00 am – 12:00 pm | Virtual      |
| Session T: | Introduction to Payroll Tax Reconciliation        | Thursday, March 4, 2027   | 9:00 am – 11:00 am | Virtual      |
| Session A: | Introduction to Personnel                         | Wednesday, March 10, 2027 | 9:00 am – 12:00 pm | LACOE EC 151 |
| Session K: | Cash Collection                                   | Thursday, March 11, 2027  | 1:00 pm – 4:00 pm  | Virtual      |
| Session H: | District Benefits & Table Maintenance             | Wednesday, March 17, 2027 | 9:00 am – 12:00 pm | LACOE EC 151 |
| Session B: | Tables – District Maintained                      | Tuesday, March 23, 2027   | 9:00 am – 12:00 pm | Virtual      |
| Session G: | PERS Retirement Coding & Prior Period Adjustments | Wednesday, March 31, 2027 | 9:00 am – 12:00 pm | LACOE EC 151 |
| Session F: | STRS Retirement Coding & Prior Period Adjustments | Wednesday, March 31, 2027 | 1:00 pm – 4:00 pm  | LACOE EC 151 |

## April 2027

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|------------|-------------------------------------------------------|---------------------------|--------------------|--------------|
| Session C: | Work Calendars                                        | Thursday, April 1, 2027   | 9:00 am – 12:00 pm | Virtual      |
| Session D: | EDB Maintenance                                       | Tuesday, April 6, 2027    | 9:00 am – 12:00 pm | Virtual      |
| Session B: | Tables – District Maintained                          | Tuesday, April 13, 2027   | 9:00 am – 12:00 pm | Virtual      |
| Session P: | Intro. to Payroll/ Payroll Processing/ Time Reporting | Wednesday, April 14, 2027 | 8:30 am – 12:30 pm | LACOE EC 151 |
| Session A: | Introduction to Personnel                             | Wednesday, April 21, 2027 | 9:00 am – 12:00 pm | LACOE EC 151 |
| Session J: | Position Control                                      | Thursday, April 22, 2027  | 9:00 am – 12:00 pm | Virtual      |
| Session G: | PERS Retirement Coding & Prior Period Adjustments     | Wednesday, April 28, 2027 | 9:00 am – 12:00 pm | LACOE EC 151 |
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## May 2027

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|------------|---------------------------------------------------|-------------------------|--------------------|--------------|
| Session A: | Introduction to Personnel                         | Wednesday, May 5, 2027  | 9:00 am – 12:00 pm | LACOE EC 151 |
| Session C: | Work Calendars                                    | Tuesday, May 11, 2027   | 9:00 am – 12:00 pm | Virtual      |
| Session D: | EDB Maintenance                                   | Wednesday, May 19, 2027 | 9:00 am – 12:00 pm | LACOE EC 151 |
| Session B: | Tables – District Maintained                      | Thursday, May 20, 2027  | 9:00 am – 12:00 pm | Virtual      |
| Session C: | Work Calendars                                    | Tuesday, May 25, 2027   | 9:00 am – 12:00 pm | Virtual      |
| Session T: | Introduction to Payroll Tax Reconciliation        | Thursday, May 27, 2027  | 9:00 am – 11:00 am | Virtual      |
| Session G: | PERS Retirement Coding & Prior Period Adjustments | Thursday, May 27, 2027  | 1:00 pm – 4:00 pm  | Virtual      |
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## June 2027

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| Session F: | STRS Retirement Coding & Prior Period Adjustments | Tuesday, June 1, 2027   | 9:00 am – 12:00 pm | Virtual      |
| Session D: | EDB Maintenance                                   | Wednesday, June 2, 2027 | 9:00 am – 12:00 pm | LACOE EC 151 |
| Session A: | Introduction to Personnel                         | Tuesday, June 8, 2027   | 9:00 am – 12:00 pm | Virtual      |
| Session G: | PERS Retirement Coding & Prior Period Adjustments | Wednesday, June 9, 2027 | 9:00 am – 12:00 pm | LACOE EC 151 |