

2024 2025 HRS Training Schedule

Session	Title	Date	Time	Location
September 2024				
Session A:	Introduction to Personnel	Tuesday, September 10, 2024	9:00 am – 12:00 pm	Virtual
Session H:	District Benefits & Table Maintenance	Thursday, September 12, 2024	9:00 am – 11:00 am	Virtual
Session T:	Introduction to Payroll Tax Reconciliation	Thursday, September 12, 2024	1:00 pm – 4:00 pm	Virtual
Session B:	Tables – District Maintained	Tuesday, September 17, 2024	9:00 am – 12:00 pm	Virtual
Session P:	Introduction to Payroll	Wednesday, September 18, 2024	9:00 am – 12:00 pm	LACOE EC 151
Session E:	Time Reporting	Wednesday, September 18, 2024	1:00 pm – 4:00 pm	LACOE EC 151
Session C:	Work Calendars	Tuesday, September 24, 2024	9:00 am – 12:00 pm	Virtual
October 2024				
Session G:	PERS Retirement Coding & Prior Period Adjustments	Wednesday, October 2, 2024	9:00 am – 12:00 pm	LACOE EC 151
Session T:	Introduction to Payroll Tax Reconciliation	Wednesday, October 2, 2024	1:00 pm - 4:00 pm	LACOE EC 151
Session F:	STRS Retirement Coding & Prior Period Adjustments	Thursday, October 3, 2024	9:00 am – 12:00 pm	Virtual
Session H:	District Benefits & Table Maintenance	Tuesday, October 8, 2024	9:00 am – 12:00 pm	Virtual
Session B:	Tables – District Maintained	Wednesday, October 9, 2024	9:00 am – 12:00 pm	LACOE EC 151
Session P:	Introduction to Payroll	Wednesday, October 16, 2024	9:00 am – 12:00 pm	LACOE EC 151
Session I:	Payroll Processing	Wednesday, October 16, 2024	1:00 pm – 4:00 pm	LACOE EC 151
Session A:	Introduction to Personnel	Wednesday, October 23, 2024	9:00 am – 4:00 pm	LACOE EC 151
Session J:	Position Control	Thursday, October 24, 2024	9:00 am – 12:00 pm	Virtual
November 2024				
Session A:	Introduction to Personnel	Wednesday, November 6, 2024	9:00 am – 4:00 pm	LACOE EC 151
Session G:	PERS Retirement Coding & Prior Period Adjustments	Thursday, November 7, 2024	9:00 am – 12:00 pm	Virtual
Session B:	Tables – District Maintained	Tuesday, November 12, 2024	9:00 am – 12:00 pm	Virtual
Session K:	Cash Collection	Tuesday, November 12, 2024	1:00 pm – 4:00 pm	Virtual
Session E:	Time Reporting	Wednesday, November 13, 2024	9:00 am – 12:00 pm	LACOE EC 151
Session C:	Work Calendars	Tuesday, November 26, 2024	9:00 am – 12:00 pm	Virtual
December 2024				
Session G:	PERS Retirement Coding & Prior Period Adjustments	Tuesday, December 3, 2024	9:00 am – 12:00 pm	LACOE EC 151
Session F:	STRS Retirement Coding & Prior Period Adjustments	Wednesday, December 4, 2024	9:00 am – 12:00 pm	LACOE EC 151
Session D:	EDB Maintenance	Tuesday, December 10, 2024	9:00 am – 12:00 pm	Virtual
Session H:	District Benefits & Table Maintenance	Wednesday, December 11, 2024	9:00 am – 12:00 pm	LACOE EC 151
Session I:	Payroll Processing	Wednesday, December 11, 2024	1:00 pm – 4:00 pm	LACOE EC 151
Session J:	Position Control	Thursday, December 12, 2024	9:00 am – 12:00 pm	Virtual
Session A:	Introduction to Personnel	Wednesday, December 18, 2024	9:00 am – 4:00 pm	LACOE EC 151

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January 2025

Session G:	PERS Retirement Coding & Prior Period Adjustments	Thursday, January 2, 2025	9:00 am – 12:00 pm	Virtual
Session A:	Introduction to Personnel	Wednesday, January 8, 2025	9:00 am – 4:00 pm	LACOE EC 151
Session K:	Cash Collection	Tuesday, January 14, 2025	9:00 am – 12:00 pm	Virtual
Session T:	Introduction to Payroll Tax Reconciliation	Tuesday, January 14, 2025	1:00 pm - 4:00 pm	Virtual
Session C:	Work Calendars	Tuesday, January 21, 2025	9:00 am – 12:00 pm	Virtual
Session D:	EDB Maintenance	Wednesday, January 29, 2025	9:00 am – 12:00 pm	LACOE EC 151

February 2025

Session P:	Introduction to Payroll	Tuesday, February 4, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session E:	Time Reporting	Tuesday, February 4, 2025	1:00 pm – 4:00 pm	LACOE EC 151
Session F:	STRS Retirement Coding & Prior Period Adjustments	Wednesday, February 5, 2025	9:00 am – 12:00 pm	Virtual
Session B:	Tables – District Maintained	Wednesday, February 12, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session A:	Introduction to Personnel	Thursday, February 13, 2025	9:00 am – 12:00 pm	Virtual
Session J:	Position Control	Thursday, February 27, 2025	9:00 am – 12:00 pm	Virtual
Session C:	Work Calendars	Wednesday, February 26, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session G:	PERS Retirement Coding & Prior Period Adjustments	Thursday, February 27, 2025	9:00 am – 12:00 pm	Virtual

March 2025

Session D:	EDB Maintenance	Tuesday, March 4, 2025	9:00 am – 12:00 pm	Virtual
Session G:	PERS Retirement Coding & Prior Period Adjustments	Wednesday, March 5, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session B:	Tables – District Maintained	Tuesday, March 11, 2025	9:00 am – 12:00 pm	Virtual
Session T:	Introduction to Payroll Tax Reconciliation	Wednesday, March 12, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session A:	Introduction to Personnel	Wednesday, March 19, 2025	9:00 am – 4:00 pm	LACOE EC 151
Session K:	Cash Collection	Thursday, March 20, 2025	1:00 pm – 4:00 pm	Virtual

April 2025

Session C:	Work Calendars	Tuesday, April 1, 2025	9:00 am – 12:00 pm	Virtual
Session H:	District Benefits & Table Maintenance	Wednesday, April 2, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session F:	STRS Retirement Coding & Prior Period Adjustments	Wednesday, April 2, 2025	1:00 pm – 4:00 pm	LACOE EC 151
Session D:	EDB Maintenance	Tuesday, April 8, 2025	9:00 am – 12:00 pm	Virtual
Session B:	Tables – District Maintained	Tuesday, April 15, 2025	9:00 am – 12:00 pm	Virtual
Session P:	Introduction to Payroll	Wednesday, April 16, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session E:	Time Reporting	Wednesday, April 16, 2025	1:00 pm – 4:00 pm	LACOE EC 151
Session A:	Introduction to Personnel	Wednesday, April 23, 2025	9:00 am – 4:00 pm	LACOE EC 151
Session J:	Position Control	Thursday, April 24, 2025	9:00 am – 12:00 pm	Virtual
Session G:	PERS Retirement Coding & Prior Period Adjustments	Tuesday, April 29, 2025	9:00 am – 12:00 pm	LACOE EC 151

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May 2025

Session A:	Introduction to Personnel	Wednesday, May 7, 2025	9:00 am – 4:00 pm	LACOE EC 151
Session C:	Work Calendars	Tuesday, May 13, 2025	9:00 am – 12:00 pm	Virtual
Session B:	Tables – District Maintained	Tuesday, May 20, 2025	9:00 am – 12:00 pm	Virtual
Session D:	EDB Maintenance	Wednesday, May 21, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session C:	Work Calendars	Tuesday, May 27, 2025	9:00 am – 12:00 pm	Virtual
Session T:	Introduction to Payroll Tax Reconciliation	Wednesday, May 28, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session G:	PERS Retirement Coding & Prior Period Adjustments	Thursday, May 29, 2025	9:00 am – 12:00 pm	Virtual

June 2025

Session G:	PERS Retirement Coding & Prior Period Adjustments	Tuesday, June 3, 2025	9:00 am – 12:00 pm	Virtual
Session D:	EDB Maintenance	Wednesday, June 4, 2025	9:00 am – 12:00 pm	LACOE EC 151
Session A:	Introduction to Personnel	Tuesday, June 10, 2025	9:00 am – 12:00 pm	Virtual
Session F:	STRS Retirement Coding & Prior Period Adjustments	Wednesday, June 11, 2025	9:00 am – 12:00 pm	LACOE EC 151