

Foreword from the Coordinator

Welcome to Human Resource System (HRS) Training. We are looking forward to providing you with the necessary training in the integrated personnel, payroll, and retirement system.

If you have little or no experience or need a refresher on how to use HRS, we have valuable resources available to you. Simply visit our training website at www.lacoe.edu/hrs_training. On it, you will find the training manuals and the excel workbooks used in class. We also have video tutorials for you to watch at your own leisure, at any time, and as many times as you like. Closed captioning is available.

In this booklet, you will find:

- A list of classes and session descriptions that will enhance your skills and broaden your knowledge of HRS.
- The training schedule sorted by month.
- The deadlines for registration submissions.
- The three ways on how to navigate to the online registration form.
- A sample of the online registration form and instructions on how to complete and submit it.
- An HRS Training directory is available should you have specific questions related to the subject.

Online Tutorials

- **Launching the HRS Application**

District users will learn how to locate and launch the HRS application using PComm (IBM Personal Communications) emulation program.

- **HRS Message Board**

This video demonstrates the HRS Message Board and how to navigate within it to view important system information.

- **Signing In/Out of HRS & Function Navigation**

This video provides instructions on how to sign in to HRS, shows you how to navigate from function to function within menu screens, and instructs how to properly sign out of HRS. It also mentions important security information that you must know as an HRS user.

We encourage you to register for any class you are interested in attending. However, online registration is required prior to the class date. Be sure to read the registration section in this booklet for cutoff times, availability, reschedules, and cancellations. For registration inquiries, contact Lori Higa via email at SFSEmployeeServices@lacoe.edu or call (562) 922-6274.

We hope these sessions prove to be a positive learning experience for you and look forward to working with you in the near future.

Laura Gutierrez

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