

Course Number	Course Title	Course Description	Facilitator	Duration	Target Audience	Key Benefits
002156	PS 8.9 eRecruit for Recruiters	Attendees learn technical procedures for posting job vacancies, managing the responding applicant pool, coordinating the interview process, and preparing candidates for hire.	SPD Training Staff	2 Days: Day 1 (6 hours) Day 2 (4 hours)	Agency HR Recruitment Staff	Participants will be able to: <ul style="list-style-type: none"> • Post Job Requisitions; • Screen Applicants; • Route qualified applicants to Agency Hiring Managers; • Coordinate Applicant Interviews; • Prepare internal and external applicants for hire.
002157	PS 8.9 Workforce Administration for Merit & Non-Merit Agencies	This course covers all HR employee actions, excluding benefits, for merit & non-merit agency administrators. Attendees learn how to enter employee job information and personal information recorded on the Personal Payroll Action Form (PPAF).	SPD Training Staff	½ Day (4 hours)	Agency personnel responsible for the data entry of Personal Payroll Action Forms (PPAF)	Participants will be able to: <ul style="list-style-type: none"> • Hire new employees; • Enter employee actions (i.e. leaves of absence, promotions, demotions, etc).
002158	PS 8.9 Benefits Administration	Benefits Administration covers all tasks associated with benefit event maintenance. Content includes processing various types of qualifying events that require benefit changes or additions. This course stresses the difference between daily event maintenance and open enrollment procedures. Required benefit reports are also covered in this training session.	SPD Training Staff	½ Day (4 hours)	Agency personnel responsible for the administration of employee benefit programs	Participants will be able to: <ul style="list-style-type: none"> • Enroll employees in the State of Indiana benefit programs; • Run reports to assist in pinpointing data entry errors.

Course Number	Course Title	Course Description	Facilitator	Duration	Target Audience	Key Benefits
002159	PS 8.9 eRecruit for Hiring Managers	Attendees learn technical procedures for submitting job posting requests, selecting candidates to interview, and entering interview evaluations.	SPD Training Staff	½ Day (4 hours)	Agency Hiring Managers & Supervisors requesting to fill staff vacancies	Participants will be able to: <ul style="list-style-type: none"> • Initiate job posting requests for vacant positions; • Select qualified applicants to interview; • Record interview schedules and evaluations.
002187	PS 8.9 HR Enterprise Learning (Training Administration)	Attendees learn how to set up training sessions, enroll employees, and track employee training attendance. Trainers also learn how to assess their training needs by keeping track of course evaluations, materials, content, facility, and instructor information.	SPD Training Staff	½ Day (4 hours)	Personnel responsible for the administration of agency training	Participants will be able to: <ul style="list-style-type: none"> • Set up training sessions; • Enroll attendees in sessions; • Print class sign-in sheets; • Track materials, facility, and instructor information.
002188	PS 8.9 Basic HR Query	An introduction to creating on-line queries in PeopleSoft, this class teaches users how to open and run existing queries, select records, and develop new queries customized to fit the format and output needs of their agency.	SPD Training Staff	Half Day (3 hours)	Agency personnel responsible for data collection or the submission of HR reports should attend this session. Prerequisites: 002156, 002157, 002158, or 002159	Participants will be able to: <ul style="list-style-type: none"> • Utilize existing queries to produce customized reports; • Develop new queries.

Course Number	Course Title	Course Description	Facilitator	Duration	Target Audience	Key Benefits
002248	PS 8.9 eRecruit for Hiring Mgr Tutorial	Employees complete the eRecruit for Hiring Manager tutorials to learn technical procedures for submitting job posting requests, selecting candidates to interview, and entering interview evaluations.	PeopleSoft HR Training Program Website Tutorials	Self-paced	Agency Hiring Managers & Supervisors requesting to fill staff vacancies	Participants will be able to: <ul style="list-style-type: none"> • Initiate job posting requests for vacant positions; • Select qualified applicants to interview; • Record interview schedules and evaluations.
002254	PS 8.9 Labor Administration	This class covers entering and tracking of employee merit complaints throughout the settlement process.	SPD Training Staff	½ Day (2 hours)	Personnel responsible for the administration of Employee Relations	Participants will be able to: <ul style="list-style-type: none"> • Enter new merit complaints • Review and update existing merit complaints
002287	PS 8.9 Workforce Administration for Quasi Agencies	This course covers all HR employee actions, excluding benefits, for quasi agency administrators. Attendees learn how to enter employee job information and personal information recorded on the Personal Payroll Action Form (PPAF).	SPD Training Staff	½ Day (3 hours)	Agency personnel responsible for the data entry of Personal Payroll Action Forms (PPAF)	Participants will be able to: <ul style="list-style-type: none"> • Hire new employees; • Enter employee actions (i.e. leaves of absence, promotions, demotions, etc).

002358	PS 8.9 Labor Admin Tutorial - (Course requires authorization and request from employees Supervisor or Manager – see instructions below).	Employees complete the Labor Administration Tutorial lessons to learn how to enter and track employee merit complaints throughout the settlement process.	PeopleSoft HR Training Program Work Instructions & Tutorials	Self-Paced; Computer-based	Personnel responsible for the administration of Employee Relations	Learners will be able to: <ul style="list-style-type: none"> • Enter new merit complaints • Review and update existing merit complaints
--------	---	---	--	----------------------------	--	---

Logistical Information:

All classes begin at 9am; half-day sessions end at 12:00 (Noon) or 1:00 p.m., whereas full day sessions end at 4pm (unless otherwise stated on the training schedule).

Registration Information:

Employees requesting training must do so through their HR Department or Division for security clearance approval. ATCP’s (Agency Training Contact Person) should utilize PeopleSoft to register participants with approval from their agency’s HR Department. Agency personnel without an ATCP may also contact Barbara Knott (bknott@spd.in.gov), Kathy Hicks (kahicks@spd.in.gov), or Lisa Tabor (ltabor@spd.in.gov) to register for a training session.

Employees requesting training and access utilizing the UPK Tutorial process must have their Supervisor or Manager authorize and send the request for training. Supervisors and Managers may authorize tutorial completion and access by emailing Kathy Hicks (kahicks@spd.in.gov) or by faxing a completed Course Registration form to the State Personnel Department at (317) 232-3089, Attn: Kathy Hicks.

Training Information:

Training participants are responsible for printing and bringing a copy of the course training manual with them to class. Manuals may be printed from the Training website: <http://www.in.gov/spd/2367.htm>