

HBS Time & Attendance Transition

October 2012 Go-Live

David Geffen School of Medicine & Faculty Practice Group Staff

HBS Training Calendar

Please mark your calendars for one of these trainings depending on your role.

All staff and approvers are strongly encouraged to attend one of the sessions below. There is no need to RSVP.

HBS Approver and User Training Schedule			
	Date	Time	Location
APPROVER TRAINING			
Thursday	September 13, 2012	2:00- 3:00 pm	NPI Auditorium: C8-183 NPIH
Thursday	September 13, 2012	3:30- 4:30 pm	NPI Auditorium: C8-183 NPIH
Friday	September 14, 2012	9:00- 10:00 am	NPI Auditorium: C8-183 NPIH
Friday	September 14, 2012	10:30- 11:30 am	NPI Auditorium: C8-183 NPIH
NON-EXEMPT BIWEEKLY TRAINING			
Monday	September 17, 2012	9:00- 10:00 am	NPI Auditorium: C8-183 NPIH
Monday	September 17, 2012	10:30- 11:30 am	NPI Auditorium: C8-183 NPIH
Monday	September 17, 2012	2:00- 3:00 pm	NPI Auditorium: C8-183 NPIH
Monday	September 17, 2012	3:30- 4:30 pm	NPI Auditorium: C8-183 NPIH
Thursday	September 20, 2012	9:00- 10:00 am	NPI Auditorium: C8-183 NPIH
Thursday	September 20, 2012	10:30- 11:30 am	NPI Auditorium: C8-183 NPIH
Thursday	September 20, 2012	2:00-3:00 pm	NPI Auditorium: C8-183 NPIH
Thursday	September 20, 2012	3:30-4:30 pm	NPI Auditorium: C8-183 NPIH
EXEMPT MONTHLY TRAINING			
Friday	September 28, 2012	9:00-10:00 am	NPI Auditorium: C8-183 NPIH
Friday	September 28, 2012	10:30-11:30 am	NPI Auditorium: C8-183 NPIH