HR Rep onboarding training

## Agenda

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|  | **Time** | **Topic** | **Location** |
| **Monday** | 8:30-12:30 | New Employee Orientation (New employees only) | Via Zoom |
|  | 1:30-5:00 |  | Employee’s worksite |
|  |  |  |  |
| **Day 1**  (Tuesday) | Review any time before starting CBT’s | ***POLICY PART I*** *Welcome and HR at UNC* Overview | Presentation included in email |
|  | Review any time before starting CBT’s | *Classification & Compensation Policy* | Presentation included in email |
|  | Review any time before starting CBT’s | *Employment & Staffing Policy* | Presentation included in email |
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|  | 10:00am-11:30am  11:30am-4:30pm | *Kick-Off*  *ConnectCarolina HR System and Computer Based Training (CBT)* | Remotely  NOTE: Facilitator will contact you for further instructions for Days 1-3 |
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| **Day 2**  (Wednesday) | 8:30am-4:30pm | *ConnectCarolina HR System Computer Based Training (CBT) -Continuation* | Remotely |
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| **Day 3**  (Thursday) | 8:30am-4:30pm | *ConnectCarolina Actions for HR Representatives Training class*  *CAPSTONE:* This is a second set of employee and position exercises that each attendee must complete after the initial set of exercises that gives them additional experience working in the various ePar (personnel transactions).  In essence, it is a knowledge validation exercise that is presented via scenarios where the attendees must determine the ePar to use with the details that are provided. | Remotely |
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| **1 Month**  (Wednesday) | Review anytime | ***POLICY PART II*** *Equal Opportunity & Compliance* | Audio Webinar Presentation included in email |
|  | 9:00am-10:35am | *Employee & Management Relation* | Via Zoom Presentation included in email |
|  | 10:45am-12:15pm | *Benefits, Leave Administration & Total Wellness* | Via Zoom Presentation included in email |
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(*Dates, times, and locations may be subject to changes)* *3.1.24*