

Time & Labor Class Description

Length of Class: 6 hours total, divided into two 3-hour sessions over 2 days: 8:30 a.m. - 11:30 a.m. each day (Must attend both sessions)

Intended Audience: Central Office/School Site personnel responsible for their departments timekeeping.

Purpose: This course provides information about reporting employee's time.

Objectives: After completing this course, participants will be able to:

- Understand the application process flow
- Understand the required HR and Payroll data
- Understand the menu structure and navigation
- Understand Time and Labor concepts
- Understand reporting time
- Understand timekeeping approval
- Understand timekeeping records retention
- Generate/print reports required for timekeeping.

Register for this class in [ERO](#)