

Time & Labor Tune-Up Class Description

Length of Class: 2.5 Hours

Intended Audience: Employees who have completed the Time and Labor training.

Purpose: This is a refresher course regarding Time and Labor related issues, including the required and sufficient input of hours, combo codes, and the generating of required reports.

Pre-requisite: Must have completed the regular Time and Labor class. This course is optional.

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

- Understand the required HR and Payroll data
- Understand the process of reporting time
- Understand when and where to apply combo codes
- Understand when and why to generate reports
- Understand timekeeping approvals
- Understand timekeeping records retention

Register for this class in [ERO](#)