

# HUMAN RESOURCES (HR) TRAINING REFERENCE CHART

Take these courses  If you need to learn about. . .	HR Basic Navigation (OLL)	HR Intro to Org Mgmt (OLL)	HR Org Mgmt (ILT)	HR Employee Admin (ILT)	HR Non Paid Employee Admin (ILT)	HR Time Admin (OLL)	HR Reporting Basic (OLL)	HR Reporting Advanced (OLL)	HR Time Entry Workshop PA61 OR PTMW (ILT)  **Optional Class**
Logging into ISIS HR, navigation, selecting info through check boxes, radio buttons and fields, Bulletin Board Articles and online help	<b>X</b>								
The structure of LA State government		<b>X</b>	<b>X</b>						
How to view, create and maintain Org Units and positions			<b>X</b>						
ISIS HR Actions and maintaining infotypes on employees				<b>X</b>	<b>X</b>				
Correcting payroll mistakes and processing off cycle checks				<b>X</b>					
Correcting retroactive data and running key reports				<b>X</b>	<b>X</b>				
Identifying and recovering arrears, overpayments and claims				<b>X</b>					
Maintaining Time entries (both regular time and overtime) with or without Cost Distribution and running time reports						<b>X</b>			<b>X</b>
Maintaining substitutions						<b>X</b>			<b>X</b>
Maintaining time entries for FMLA absences						<b>X</b>			<b>X</b>
Access, execute, view, manipulate and/or print/export reports							<b>X</b>		
Executing reports using background processing								<b>X</b>	
Creating and maintaining variants								<b>X</b>	

**Notes:** See course catalog in LEO for class duration and topics covered. Certain courses have prerequisites. The particular course(s) requested should be based on the hr system related job duties performed.

## DOTD Specific Courses:

<b>Take these courses</b>  <b>If you need to learn about. . .</b>	<b>HR CATS Time Sheet (ILT)</b>	<b>HR CATS Time Sheet and Work Orders (ILT)</b>	<b>HR CATS Approval (ILT)</b>	<b>HR CATS Self Entry (OLL)</b>
Access Online Help	<b>X</b>	<b>X</b>		<b>X</b>
Maintaining absences and attendances charged to COST ID	<b>X</b>	<b>X</b>		
Maintaining substitutions	<b>X</b>	<b>X</b>		
Creating FMLA quotas	<b>X</b>	<b>X</b>		
Maintaining time entries for FMLA absences	<b>X</b>	<b>X</b>		
Running time reports	<b>X</b>	<b>X</b>	<b>X</b>	
Understand and correct error messages	<b>X</b>	<b>X</b>		<b>X</b>
Creating and Maintaining Work Orders		<b>X</b>		
Maintaining absences and attendances charged to Work Orders		<b>X</b>		
Maintaining absences and attendances charged to PPMS task or User Request				<b>X</b>
Approving, rejecting, deleting or changing entries made by self-entry employees			<b>X</b>	

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