

## 2022 HR Training Plan for Campus Education and Support

Date/Time	Event Type	HR Area	Topic	Instructors	Location
1/18 12:00 – 1:00	Lunch and Learn	TAM	Successful screening: Resume review and Behavioral interviewing	Pam Beckerman and Allison Durant	TP 2240
1/19 2:00 – 3:00	Webinar	TAM	Successful screening: Resume review and Behavioral interviewing	Pam Beckerman and Allison Durant	<a href="#">TEAMS</a>
1/21 9:00 – 12:00	TAM Tutorial	TAM	Drop-in sessions for assistance with hiring needs	Tiffany Weems and Janelle London	Norton Hall Tech Lab M - campus
1/26 12:30 – 1:30	Lunch and Learn	Benefits	Maximize Your Benefits <ul style="list-style-type: none"> <li>• Items Covered Under Preventive Care and When you should schedule</li> <li>• Selecting In-Network vs. Out-of-Network Providers and the impact on out-of-pocket cost</li> <li>• When the deductible applies vs co-pay</li> </ul>	Benefits Team	TP 2240
1/27 12:30 – 1:30	Lunch and Learn	Benefits	Maximize Your Benefits <ul style="list-style-type: none"> <li>• Items Covered Under Preventive Care and When you should schedule</li> <li>• Selecting In-Network vs. Out-of-Network Providers and the impact on out-of-pocket cost</li> <li>• When the deductible applies vs co-pay</li> <li>• Utilizing your FSA and HSA Funds to reimburse out-of-pocket expenses</li> </ul>	Benefits Team	<a href="#">TEAMS</a>
1/31	Short videos	TAM	<ul style="list-style-type: none"> <li>• Overview of the hiring process</li> <li>• Initiating a search</li> <li>• Successful screening</li> </ul>	TAM Team and Maxayn Smothers	Posted on HR website
2/2 11:00 – 12:00	Webinar	TAM	5 Strategies for Effective Hiring <ol style="list-style-type: none"> <li>1. Clear hiring profile</li> <li>2. Tailored sourcing strategy</li> <li>3. Timely and focused screening</li> <li>4. A compelling offer</li> <li>5. Effective onboarding</li> </ol>	Antara Mukherjee and Tammy Langley	<a href="#">TEAMS</a>

## 2022 HR Training Plan for Campus Education and Support

Date/Time	Event Type	HR Area	Topic	Instructors	Location
2/9 12:00 – 1:00	Lunch and Learn	TAM	5 Strategies for Effective Hiring 1. Clear hiring profile 2. Tailored sourcing strategy 3. Timely and focused screening 4. A compelling offer 5. Effective onboarding	Antara Mukherjee and Tammy Langley	TP 2240
2/10 2:00 – 3:00	Webinar	MSS	Where do I click!?!: Overview of MSS tiles (Manage Positions vs My Team)	Lisa Haskett, Pam Smith, and Tamara Gaddis	<a href="#">TEAMS</a>
2/11 1:00 – 2:00	Lunch and Learn	MSS	Where do I click!?!: Overview of MSS tiles (Manage Positions vs My Team)	Shenee Owens, Pam Smith, and Tamara Gaddis	TP 2240
2/11 9:00 – 12:00	TAM Tutorial	TAM	Drop-in sessions for assistance with hiring needs	Liselle Hansraj and Tammy Langley	ALC4102 K-campus
2/11 2:00 – 5:00	Drop-In Session	MSS	MSS Drop-In Session - Help with all things MSS	Pam Smith, Tamara Gaddis, and HR Generalist	TP 2240
2/23 11:00- 12:00	Lunch and Learn	Benefits	Know Your Retirement Plan <ul style="list-style-type: none"> <li>• TRS – What is it? Explain defined benefit plan vs 401k/defined contribution plan</li> <li>• Contribution components – employee contribution, employer contribution, interest</li> <li>• Vesting</li> <li>• Calculating TRS pension benefit</li> <li>• Creditable service</li> <li>• Credit for unused sick leave</li> <li>• Death in service</li> </ul>	Benefits Team	TP 2240
2/24 11:00 – 12:00	Webinar	Benefits	Know Your Retirement Plan TRS – What is it? Explain defined benefit plan vs 401k/defined contribution plan <ul style="list-style-type: none"> <li>• Contribution components – employee contribution, employer contribution, interest</li> </ul>	Benefits Team	<a href="#">TEAMS</a>

## 2022 HR Training Plan for Campus Education and Support

Date/Time	Event Type	HR Area	Topic	Instructors	Location
			<ul style="list-style-type: none"> <li>Vesting</li> <li>Calculating TRS pension benefit</li> <li>Creditable service</li> <li>Credit for unused sick leave</li> <li>Death in service</li> </ul>		
2/28	Short videos	TAM	<ul style="list-style-type: none"> <li>Making offers</li> <li>Onboarding new hires</li> <li>Navigating MSS</li> </ul>	TAM Team Maxayn Smothers	Posted on HR website
3/9 11:00 – 12:00	Webinar		Boosting Diversity through Recruiting	Pam Beckerman and Jennifer Hoyt or Sonia Toson	<a href="#">TEAMS</a>
3/10 2:00 – 3:00	Webinar	MSS	Managing your seats: Manage Positions - Add/Change Position Transaction	Lisa Haskett, Pam Smith, and Tamara Gaddis	<a href="#">TEAMS</a>
3/11 1:00 – 2:00	Lunch and Learn	MSS	Managing your seats: Manage Positions - Add/Change Position Transaction	Shenee Owens, Pam Smith, and Tamara Gaddis	TP 2240
3/11 2:00 – 5:00	Drop-in Session	MSS	Help with all things MSS	Shenee Owens, Pam Smith, and Tamara Gaddis	TP 2240
3/16 11:00 – 12:00	Lunch and Learn	Benefits	Planning to Retire? <ul style="list-style-type: none"> <li>Determining retirement date</li> <li>Retirement plan options</li> <li>Importance of naming beneficiaries</li> <li>Calculating TRS pension benefit</li> <li>Creditable service</li> <li>Sick leave credit</li> <li>Financial planning prior to retirement</li> <li>Applying for retirement with TRS</li> <li>Difference between TRS retirement and USG retirement</li> <li>USG retirement benefits and process</li> </ul>	Benefits Team	TP 2240
3/17 11:00 – 12:00	Webinar	Benefits	Planning to Retire? <ul style="list-style-type: none"> <li>Determining retirement date</li> <li>Retirement plan options</li> </ul>		<a href="#">TEAMS</a>

## 2022 HR Training Plan for Campus Education and Support

Date/Time	Event Type	HR Area	Topic	Instructors	Location
			<ul style="list-style-type: none"> <li>• Importance of naming beneficiaries</li> <li>• Calculating TRS pension benefit</li> <li>• Creditable service</li> <li>• Sick leave credit</li> <li>• Financial planning prior to retirement</li> <li>• Applying for retirement with TRS</li> </ul>		
3/23 11:00 – 12:00	Lunch and Learn	TAM	Boosting Diversity through Recruiting	Pam Beckerman and Jennifer Hoyt or Sonia Toson	TP 2240
3/25 9:00 – 12:00	TAM Tutorial	TAM	Drop-in sessions for assistance with hiring needs	Allison and Brooke	ALC 4102 K- campus
3/31	Short videos	TAM	<ul style="list-style-type: none"> <li>• Access for registered visitors</li> <li>• Search committees</li> <li>• Promoting diversity and inclusion</li> </ul>	TAM Team	Posted on HR website