

HR Roundtable Discussion (Payroll) Ongoing Training

Date:	March 29, 2012
Time:	9:30 am – 12:00 pm
Location:	via Webinar
Facilitators:	Midge Miller & Brian Bridgers – SME's for Human Resources/Payroll
Target Audience:	College staffs who work in the Colleague HR Application and process payroll.
Prerequisites:	Information discussed in this session will be answers to questions asked by <u>you</u> . Please submit one or two questions to Midge by Monday March 19, 2012.

Course Description: This is the fourth of several planned roundtable discussions for Payroll staff. The purpose of the session will be to allow participants to share best practices, and to get input on issues/concerns involving Payroll and related Processing. The topics/questions are open to anything related to payroll processing.

No documentation required for this session.

Joining Webinar Session: Access to the Webinar session and conference call number will be sent to you via email a few days prior to the session.

Contact your system administrator for help with setting up the session. Begin setup at least 30 minutes prior to the session in case there are problems.

If more than one person from your college is participating, please have everyone in one location with one computer with LCD projector for all to see the screen. Contact your system administrator if you need help with this.