

October 2016			
Course	Date	Time	Location
Business and Operations			
Payroll/Personnel System Part I: Policy Training	10/11/16	8:30 a.m. – 11:45 a.m.	HR Training Room University Village, Suite 208
Payroll/Personnel System Part II: Policy for Academic Departments	10/12/16	8:30 a.m. – 11:45 a.m.	HR Training Room University Village, Suite 208
Compensation Essentials Training	10/18/16	9:00 a.m. – 11:00 a.m.	HUB 302 (North)
Compensation Essentials Training	10/20/16	9:00 a.m. – 11:00 a.m.	HUB 302 (North)
Compensation Essentials Training	10/25/16	9:00 a.m. – 11:00 a.m.	HUB 302 (North)
UC/UCR Essentials			
Benefits Orientation Webinar	Various Dates	10:15 a.m. – 12:00 p.m.	Virtual Classroom
UCR Staff Orientation	10/25/16	7:45 a.m. – 4:00 p.m.	HR Training Room University Village, Suite 208
How to Register			

All registrations are conducted through the UC Learning Center. To register, follow these instructions:

1. Go to UC Learning Center at <http://uclearning.ucr.edu>
2. Enter your UCR NetID and password
3. Type in a key word from the course title in the search field and click Go
4. Select the course and click Register
5. Choose the upcoming class you wish to attend
6. Click the Submit button

For information about the UC Learning Center (including step-by-step instructions and FAQs) visit the UC Learning Center Support website at <http://cnc.ucr.edu/lms>.

If you have any questions, please contact Michelle Knighton at extension 2-4794 or via email at michellk@ucr.edu.