

Schedule-at-a-Glance

Term (Multiple Items)

View descriptions and details at training.csuchico.edu

Series	Title	Date	Start Time	End Time	Location	Enrollment Rule
Academic Support Series	Course & University Curriculum Process Steps	3/1/2018	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
	Peoplesoft Class Scheduling	2/20/2018	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
	WTU, Time Base and Faculty Salaries Overview	4/19/2018	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
	Astra Schedule for Academics	3/27/2018	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
	Faculty Workload Process	2/6/2018	10:00 AM	2:00 PM	SSC 410	Open Enrollment via DTS
	APSS: CRA + Insight	3/6/2018	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
Administrative Support Series	Life Cycle of a PO	3/28/2018	4:00 PM	5:00 PM	CLSA 100B	Open Enrollment via DTS
	Financial Services Walk-In	2/13/2018	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
		3/14/2018	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
		4/18/2018	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
		5/15/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
		6/12/2018	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
	Budget 201 Lab	2/27/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
		2/28/2018	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
		4/24/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
		4/26/2018	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
	Budget 201: How to Monitor your Budget	2/22/2018	9:00 AM	10:30 AM	CLSA 100A	Open Enrollment via DTS
		4/17/2018	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
	Purchasing Office Supplies & Equipment	3/7/2018	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
	Budget 101 Training	3/20/2018	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
	ProCard Reconciliation Lab	2/2/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
			9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS
		2/5/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
			11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
		2/6/2018	3:00 PM	4:00 PM	SSC 410	Open Enrollment via DTS
		2/7/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
			11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
		2/8/2018	3:00 PM	4:00 PM	SSC 410	Open Enrollment via DTS
			10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
			9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS
			4:00 PM	5:00 PM	SSC 410	Open Enrollment via DTS
		2/9/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
			9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS
			11:00 AM	12:00 PM	SSC 410	CANCELLED
			1:00 PM	2:00 PM	SSC 410	Open Enrollment via DTS
		2/12/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
	11:00 AM		12:00 PM	SSC 410	Open Enrollment via DTS	
	2/13/2018	3:00 PM	4:00 PM	SSC 410	Open Enrollment via DTS	
2/14/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS		
	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS		
3/1/2018	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS		
	1:00 PM	2:00 PM	SSC 410	Open Enrollment via DTS		
3/2/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS		
	9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS		
	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS		
	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS		
3/5/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS		
3/6/2018	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS		
3/7/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS		

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Series	Title	Date	Start Time	End Time	Location	Enrollment Rule
Administrative Support Series	ProCard Reconciliation Lab	3/9/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
			9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS
			11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
		3/12/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
		3/13/2018	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
		3/14/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
		3/26/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
		3/27/2018	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
		3/28/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
		3/29/2018	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
		4/2/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
		4/3/2018	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
		4/4/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
		4/5/2018	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
		4/6/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
CMS-HR [PeopleSoft: HR]	Faculty & Staff Workforce Admin - Inquire	2/7/2018	9:00 AM	11:00 AM	KNDL 214	Trainer Must Approve
		3/8/2018	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
		4/10/2018	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
		5/9/2018	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
		6/7/2018	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
		12/18/2018	10:00 AM	12:00 PM	KNDL 214	Trainer Must Approve
	Time and Labor Student Payroll	1/24/2018	1:30 PM	4:00 PM	KNDL 214	Trainer Must Approve
		2/20/2018	1:30 PM	4:00 PM	KNDL 214	Trainer Must Approve
		3/20/2018	1:30 PM	4:00 PM	KNDL 214	Trainer Must Approve
		4/25/2018	1:30 PM	4:00 PM	KNDL 214	Trainer Must Approve
		5/23/2018	1:30 PM	4:00 PM	KNDL 214	Trainer Must Approve
6/21/2018	1:30 PM	4:00 PM	KNDL 214	Trainer Must Approve		
Growth & Development	Employee Fee Waiver Information Session	4/11/2018	12:00 PM	1:00 PM	CLSA 100B	Open Enrollment via DTS
	Tips for Better Business Writing and Editing	2/21/2018	2:00 PM	3:00 PM	CSLA 100B	Open Enrollment via DTS
	CSU's Got Talent - Webcast: Leadership & the Environment	1/25/2018	10:00 AM	11:00 AM	Webcast	Webcast or Online
	CSU's Got Talent - Webcast: An Introduction to Mindfulness Me	2/28/2018	10:00 AM	11:00 AM	Webcast	Webcast or Online
	CSU's Got Talent - Webcast: The 5 Essential Practices of Collect	3/22/2018	10:00 AM	11:00 AM	Webcast	Webcast or Online
	CSU's Got Talent - Webcast: Business Writing Bootcamp for Fac	4/26/2018	10:00 AM	11:00 AM	Webcast	Webcast or Online
Leading Others	Principles of Supervision - Module 1: Supervisory Skills Assessm	2/16/2018	8:00 AM	12:00 PM	TBA	Contact PDEV
		6/11/2018	8:00 AM	12:00 PM	TBA	Contact PDEV
	Principles of Supervision - Module 2: Managing Performance &	2/23/2018	8:00 AM	12:00 PM	TBA	Contact PDEV
		6/12/2018	8:00 AM	12:00 PM	TBA	Contact PDEV
	Principles of Supervision - Module 3: Guiding & Organizing the '	3/2/2018	8:00 AM	12:00 PM	TBA	Contact PDEV
		6/13/2018	8:00 AM	12:00 PM	TBA	Contact PDEV
	Principles of Supervision - Module 4: Managing Relationships -	3/9/2018	8:00 AM	10:00 AM	TBA	Contact PDEV
		6/14/2018	8:00 AM	10:00 AM	TBA	Contact PDEV
	Principles of Supervision - Module 5: Managing Yourself - Lead	3/9/2018	10:00 AM	12:00 PM	TBA	Contact PDEV
		6/14/2018	10:00 AM	12:00 PM	TBA	Contact PDEV
Skills and Competencies	Excel User Group	2/2/2018	10:00 AM	11:00 AM	YOLO 234	Open Enrollment via DTS
		2/16/2018	10:00 AM	11:00 AM	YOLO 234	Open Enrollment via DTS
		3/2/2018	10:00 AM	11:00 AM	YOLO 234	Open Enrollment via DTS
		3/16/2018	10:00 AM	11:00 AM	YOLO 234	Open Enrollment via DTS
		4/6/2018	10:00 AM	11:00 AM	YOLO 234	Open Enrollment via DTS
		4/20/2018	10:00 AM	11:00 AM	YOLO 234	Open Enrollment via DTS
		5/4/2018	10:00 AM	11:00 AM	YOLO 234	Open Enrollment via DTS
		6/1/2018	10:00 AM	11:00 AM	YOLO 234	Open Enrollment via DTS

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Series	Title	Date	Start Time	End Time	Location	Enrollment Rule	
Skills and Competencies	Box Tips and Tricks	2/14/2018	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS	
		3/7/2018	1:00 PM	2:00 PM	CLSA 100B	Open Enrollment via DTS	
		3/27/2018	9:00 AM	10:00 AM	CLSA 100A	Open Enrollment via DTS	
		4/18/2018	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS	
	Cascade Beginner Training for 3.0 Site Maintainers	1/23/2018	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
	Cascade advance Training for 3.0 Site Maintainers	1/25/2018	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
	Defensive Driver (Instructor Led)	1/24/2018	9:00 AM	12:00 PM	MLIB 043	Open Enrollment via DTS	
		2/6/2018	2:00 PM	4:00 PM	MLIB 043	Open Enrollment via DTS	
		4/19/2018	2:00 PM	4:00 PM	MLIB 043	Open Enrollment via DTS	
		5/22/2018	10:00 AM	12:00 PM	MLIB 043	Open Enrollment via DTS	
Understanding Our Benefits	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity I	1/30/2018	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor	
		2/27/2018	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor	
		3/21/2018	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor	
		4/25/2018	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor	
		5/31/2018	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor	
		6/26/2018	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor	
		7/26/2018	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor	
		8/24/2018	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor	
		9/26/2018	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor	
		10/30/2018	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor	
		11/15/2018	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor	
		12/19/2018	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor	
		CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savi	1/24/2018	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
	2/8/2018		8:00 AM	5:00 PM	SSC 466	Enroll through Sponsor	
	3/22/2018		8:00 AM	4:00 PM	SSC 466	Enroll through Sponsor	
	4/19/2018		8:00 AM	4:00 PM	SSC 466	Enroll through Sponsor	
	5/1/2018		8:00 AM	4:00 PM	SSC 466	Enroll through Sponsor	
	Invest in Your Financial Future: Easy Ways to Save for Retirement	2/27/2018	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS	
	Work/Life Balance	Heartsaver CPR/AED Training	3/21/2018	1:00 PM	4:00 PM	SSC 122/124	Open Enrollment via DTS
		Women's Leadership Roundtable	1/30/2018	12:00 PM	1:00 PM	CLSA 100B	CANCELLED
2/16/2018			12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary	
3/27/2018			12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary	
Building a Human-Focused Workforce	Safe Zone 1 Ally Training	2/5/2018	10:00 AM	12:00 PM	MLIB 043	Open Enrollment via DTS	
	Safe Zone 2 Ally Training	2/12/2018	10:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS	
	Dream Ally Training	3/14/2018	2:00 PM	4:30 PM	CLSA 100B	Open Enrollment via DTS	
	Tactical Communication	4/25/2018	9:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS	
	Webinar: Black Student Success on Your Campus: Increase Re	2/14/2018	11:00 AM	12:30 PM	CLSA 100A	Open Enrollment via DTS	
New Employee Experience	New Employee Orientation	1/25/2018	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve	
		2/22/2018	8:30 AM	12:30 PM	KNDL 207/209	Trainer Must Approve	
		3/22/2018	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve	
		4/26/2018	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve	
		5/22/2018	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve	
		6/28/2018	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve	
Chair & Manager (MPP) Development	MPP: Valuing and Evaluating Staff	2/20/2018	1:00 PM	3:00 PM	CLSA 100B	Trainer Must Approve	
		4/10/2018	9:00 AM	11:00 AM	CLSA 100B	Trainer Must Approve	
	Understanding What to do for Injuries, Leaves and Workers' Co	2/15/2018	2:00 PM	3:00 PM	CLSA 100B	CANCELLED	
	Navigating Difficult Conversations	2/6/2018	1:00 PM	2:00 PM	ARTS 228	Trainer Must Approve	
		2/13/2018	9:00 AM	10:00 AM	CLSA 100B	Trainer Must Approve	
		2/19/2018	3:00 PM	4:00 PM	CLSA 100B	Trainer Must Approve	
		3/5/2018	1:00 PM	2:00 PM	CLSA 100B	Trainer Must Approve	
Student Employment Processes	Student Employee Hiring Process	4/10/2018	2:00 PM	3:30 PM	CLSA 100B	Open Enrollment via DTS	

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Series	Title	Date	Start Time	End Time	Location	Enrollment Rule
Student Employment Processes	Using Work Study to Hire Student Employees	1/30/2018	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
		5/1/2018	1:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
	Handshake 101: How to post student positions	2/15/2018	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
		4/3/2018	3:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS

Calendar of Events

Term (All)

View descriptions and details at training.csuchico.edu

Date	Title	Series	Start Time	End Time	Location	Enrollment Rule
7/5/2017	Cascade Server Training	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/6/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
7/10/2017	Bay to Box Files Move: Information Sessions	Skills and Competencies	11:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS
7/11/2017	Astra Schedule for Academics	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/11/2017	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	5:00 PM	ARTS 229	Trainer Must Approve
7/12/2017	Heartsaver CPR/AED Training	Work/Life Balance	9:00 AM	12:00 PM	SSC 122/124	Open Enrollment via DTS
7/12/2017	Cascade Training for 3.0 Site Editors-Basic	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/13/2017	Excel User Group	Skills and Competencies	9:00 AM	10:00 AM	THMA 116	Open Enrollment via DTS
7/13/2017	Effectiveness Institute - Webinars "3 Steps to Thriving in Chaos"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
7/13/2017	Cascade Server Training	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/17/2017	Cascade Training for 3.0 Site Editors-Basic	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/18/2017	Schedule Build Overview	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/18/2017	Principles of Supervision Part A	Leading Others	8:00 AM	4:00 PM	CLSA 100B	Contact PDEV
7/19/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	8:00 AM	10:00 AM	KNDL 214	Trainer Must Approve
7/19/2017	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SSC 426	Restricted
7/19/2017	Principles of Supervision Part B	Leading Others	8:00 AM	4:00 PM	CLSA 100B	Contact PDEV
7/20/2017	CSU's Got Talent - Webcasts	Growth & Development	10:00 AM	11:00 AM	Webcast	Webcast or Online
7/25/2017	APSS: CRA + Insight	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/25/2017	Time and Labor Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:00 PM	SSC 410	Trainer Must Approve
7/26/2017	Bay to Box Migration: Getting over the Mountain Alive	Skills and Competencies	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
7/27/2017	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
8/1/2017	Peoplesoft Class Scheduling	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
8/8/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
8/8/2017	Faculty Workload Process	Academic Support Series	10:00 AM	2:00 PM	SSC 410	Open Enrollment via DTS
8/8/2017	Box Tips and Tricks	Skills and Competencies	3:00 PM	4:00 PM	CLSA 100A	Open Enrollment via DTS
8/9/2017	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	5:00 PM	ARTS 229	Trainer Must Approve
8/9/2017	Cascade Server Training	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
8/9/2017	Avoiding Bias in Hiring	Administrative Support Series	9:00 AM	11:00 AM	CLSA 100A	Open Enrollment via DTS
8/10/2017	Excel User Group	Skills and Competencies	9:00 AM	10:00 AM	THMA 116	Open Enrollment via DTS
8/10/2017	Cascade Training for 3.0 Site Editors-Basic	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
8/10/2017	StrengthsQuest Team Building	Building a Human-Focused Workforce	2:00 PM	5:00 PM	MLIB 172	Open Enrollment via DTS
8/14/2017	ISA Contract Generation	CMS-HR [PeopleSoft: HR]	2:00 PM	3:00 PM	KNDL 214	Trainer Must Approve
8/15/2017	Effectiveness Institute - Webinars "People, Difficult or Different"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
8/15/2017	Blackboard Learn	Skills and Competencies	3:00 PM	4:30 PM	MLIB 226	Trainer Must Approve
8/16/2017	Cascade Training for 3.0 Site Editors-Basic	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
8/17/2017	Cascade Server Training	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
8/18/2017	Avoiding Bias in Hiring	Administrative Support Series	3:00 PM	5:00 PM	ARTS 228	Open Enrollment via DTS
8/19/2017	Blackboard Learn	Skills and Competencies	10:00 AM	11:30 AM	THMA 131	Trainer Must Approve
8/19/2017	Blackboard Learn Bring Questions/Get Answers	Skills and Competencies	12:00 PM	2:00 PM	THMA 131	Trainer Must Approve
8/21/2017	Unit 3 and Unit 11 Contract Generation	CMS-HR [PeopleSoft: HR]	10:00 AM	12:00 PM	KNDL 214	Trainer Must Approve
8/21/2017	ISA Contract Generation	CMS-HR [PeopleSoft: HR]	2:00 PM	3:00 PM	KNDL 214	Trainer Must Approve
8/23/2017	Blackboard Learn	Skills and Competencies	10:00 AM	11:30 AM	THMA 131	Trainer Must Approve
8/24/2017	Student Employee Hiring Process	Student Employment Processes	2:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
8/24/2017	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
8/25/2017	Unit 3 and Unit 11 Contract Generation	CMS-HR [PeopleSoft: HR]	10:30 AM	12:30 PM	KNDL 214	Trainer Must Approve
8/28/2017	Time and Labor Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:00 PM	SSC 410	Trainer Must Approve
8/29/2017	Time & Labor - Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve
8/29/2017	Retirement, Medicare & CalPERS: How does it all work together?	Understanding Our Benefits	11:00 AM	1:00 PM	CLSA 100B	Open Enrollment via DTS
8/29/2017	Box Tips and Tricks	Skills and Competencies	2:00 PM	3:00 PM	CLSA 100A	Open Enrollment via DTS
8/29/2017	Avoiding Bias in Hiring	Administrative Support Series	3:00 PM	5:00 PM	CLSA 100B	Open Enrollment via DTS
8/30/2017	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	ARTS 229	Enroll through Sponsor
8/30/2017	Unit 3 and Unit 11 Contract Generation	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
8/31/2017	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SSC 426	Enroll through Sponsor
9/1/2017	JobCat 101	Student Employment Processes	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS

Calendar of Events

Date	Title	Series	Start Time	End Time	Location	Enrollment Rule
9/5/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	12:30 PM	2:30 PM	KNDL 214	Trainer Must Approve
9/5/2017	Schedule Build Overview	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
9/6/2017	Supervising Students	Student Employment Processes	10:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS
9/6/2017	Retirement, Medicare & CalPERS: How does it all work together?	Understanding Our Benefits	2:00 PM	4:00 PM	CLSA 100A	Open Enrollment via DTS
9/6/2017	Avoiding Bias in Hiring	Administrative Support Series	12:00 PM	2:00 PM	GLNN 308	Trainer Must Approve
9/7/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
9/7/2017	Effectiveness Institute - Webinars "6 Essentials for Teams that Work"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
9/8/2017	Excel User Group	Skills and Competencies	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS
9/12/2017	Emotional Intelligence	Growth & Development	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
9/12/2017	Concur Travel: Booking travel soon? Use Concur	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
9/13/2017	Financial Services Walk-In	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
9/14/2017	Cascade Training for 3.0 Site Editors-Basic	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
9/14/2017	Legal Planning, Beneficiaries, Wills and Trusts	Understanding Our Benefits	9:00 AM	10:30 AM	CLSA 100A	Open Enrollment via DTS
9/15/2017	Women's Leadership Roundtable	Work/Life Balance	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
9/15/2017	Cascade Server Training	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
9/19/2017	Faculty Workload Process	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
9/19/2017	Open Enrollment Informational Sessions	Understanding Our Benefits	10:00 AM	11:00 AM	SSC 122/124	Open Enrollment via DTS
9/19/2017	Open Enrollment Informational Sessions	Understanding Our Benefits	2:00 PM	3:00 PM	SSC 122/124	Open Enrollment via DTS
9/20/2017	Open Enrollment Informational Sessions	Understanding Our Benefits	10:00 AM	11:00 AM	SSC 122/124	Open Enrollment via DTS
9/20/2017	Open Enrollment Informational Sessions	Understanding Our Benefits	2:00 PM	3:00 PM	SSC 122/124	Open Enrollment via DTS
9/21/2017	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	5:00 PM	SSC 466	Enroll through Sponsor
9/21/2017	Cascade Server Training	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
9/21/2017	Open Enrollment Informational Sessions	Understanding Our Benefits	10:00 AM	11:00 AM	SSC 122/124	Open Enrollment via DTS
9/21/2017	Open Enrollment Informational Sessions	Understanding Our Benefits	2:00 PM	3:00 PM	KNDL 207/209	Open Enrollment via DTS
9/21/2017	ISA Contract Generation	CMS-HR [PeopleSoft: HR]	1:30 PM	2:30 PM	KNDL 214	Trainer Must Approve
9/22/2017	Excel User Group	Skills and Competencies	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS
9/22/2017	Cascade Training for 3.0 Site Editors-Basic	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
9/26/2017	Retirement, Medicare & CalPERS: How does it all work together?	Understanding Our Benefits	11:00 AM	1:00 PM	SSC 122/124	Open Enrollment via DTS
9/26/2017	Box Tips and Tricks	Skills and Competencies	2:00 PM	3:00 PM	SSC 150	Open Enrollment via DTS
9/26/2017	MPP: Valuing and Evaluating Staff	Chair & Manager (MPP) Development	3:00 PM	4:30 PM	MLIB 338	Trainer Must Approve
9/27/2017	Time & Labor - Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve
9/27/2017	Writing for the Web & Social Media	Growth & Development	2:00 PM	3:30 PM	SSC 122/124	Open Enrollment via DTS
9/27/2017	Green Dot Violence Prevention Training	Skills and Competencies	10:30 AM	12:00 PM	CLSA 100A	Open Enrollment via DTS
9/28/2017	Retirement, Medicare & CalPERS: How does it all work together?	Understanding Our Benefits	2:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
9/28/2017	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
9/28/2017	Budget 201: How to Monitor your Budget	Administrative Support Series	2:00 PM	3:30 PM	CLSA 100B	CANCELLED
10/3/2017	Peoplesoft Class Scheduling	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
10/3/2017	Social Media Strategy	Growth & Development	2:00 PM	3:00 PM	CLSA 100A	Open Enrollment via DTS
10/4/2017	Course & University Curriculum Process Steps	Academic Support Series	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
10/4/2017	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
10/4/2017	Budget 201 Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	CANCELLED
10/4/2017	1st Generation Students Webinar	Building a Human-Focused Workforce	11:00 AM	12:30 PM	CLSA 100A	Open Enrollment via DTS
10/6/2017	Excel User Group	Skills and Competencies	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS
10/6/2017	Effectiveness Institute - Webinars "3 Steps to Thriving in Chaos"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
10/9/2017	Safe Zone 1 Ally Training	Building a Human-Focused Workforce	10:00 AM	12:00 PM	BMU Auditorium	Open Enrollment via DTS
10/10/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
10/10/2017	Budget 201 Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	CANCELLED
10/11/2017	Employee Fee Waiver Information Session	Growth & Development	12:00 PM	1:00 PM	CLSA 100B	Open Enrollment via DTS
10/11/2017	MPP: Valuing and Evaluating Staff	Chair & Manager (MPP) Development	9:00 AM	11:00 AM	CLSA 100B	Trainer Must Approve
10/12/2017	Box Tips and Tricks	Skills and Competencies	3:00 PM	4:00 PM	SSC 150	Open Enrollment via DTS
10/12/2017	Safe Zone 2 Ally Training	Building a Human-Focused Workforce	9:00 AM	11:00 AM	BMU Auditorium	Open Enrollment via DTS
10/13/2017	Dream Ally Training	Building a Human-Focused Workforce	8:30 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
10/16/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	9:00 AM	11:00 AM	KNDL 214	Trainer Must Approve
10/16/2017	Women's Leadership Roundtable	Work/Life Balance	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
10/16/2017	How to Integrate Lynda.com and LinkedIn with Student Learning	Skills and Competencies	11:00 AM	12:00 PM	CLSA 100A	Open Enrollment via DTS
10/17/2017	Life Cycle of a PO	Administrative Support Series	3:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
10/17/2017	Financial Services Walk-In	Administrative Support Series	9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS

Calendar of Events

Date	Title	Series	Start Time	End Time	Location	Enrollment Rule
10/18/2017	Information Technology Procurement Review	Administrative Support Series	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
10/19/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:00 PM	3:00 PM	KNDL 214	Trainer Must Approve
10/19/2017	Avoiding Bias in Hiring	Administrative Support Series	2:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
10/19/2017	Budget 101 Training	Administrative Support Series	11:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS
10/20/2017	Excel User Group	Skills and Competencies	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS
10/23/2017	Identity Finder Training	Skills and Competencies	10:30 AM	11:30 AM	CLSA 100B	CANCELLED
10/24/2017	APSS: CRA + Insight	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
10/24/2017	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	5:00 PM	SSC 466	Enroll through Sponsor
10/24/2017	Box Tips and Tricks	Skills and Competencies	4:00 PM	5:00 PM	CLSA 100B	CANCELLED (min enrollment)
10/24/2017	Role of the Work Lead Part A	Leading Others	1:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
10/25/2017	Time and Labor Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:00 PM	SSC 410	Trainer Must Approve
10/25/2017	Pathways to Persistence: Student Success Takes a Campus; It Takes YOU	Building a Human-Focused Workforce	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
10/25/2017	Reframing At-Risk to High Potential: Responding to Today's Diverse Students	Building a Human-Focused Workforce	3:00 PM	4:30 PM	SELV 100	Open Enrollment via DTS
10/26/2017	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
11/1/2017	Green Dot Violence Prevention Training	Skills and Competencies	11:00 AM	12:30 PM	MLIB 252	CANCELLED (min enrollment)
11/1/2017	Tactical Communication	Building a Human-Focused Workforce	1:00 PM	4:00 PM	CLSA 100 A	Open Enrollment via DTS
11/1/2017	CalPERS Benefit Basics	Understanding Our Benefits	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
11/1/2017	Planning Your Retirement	Understanding Our Benefits	2:00 PM	4:30 PM	CLSA 100B	Open Enrollment via DTS
11/2/2017	Role of the Work Lead Part B	Leading Others	1:00 PM	3:00 PM	SSC 150	Open Enrollment via DTS
11/2/2017	Purchasing Office Supplies & Equipment	Administrative Support Series	9:30 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
11/3/2017	Excel User Group	Skills and Competencies	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS
11/3/2017	Effectiveness Institute - Webinars "Making Difficult Conversations Easy"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
11/3/2017	StrengthsQuest Team Building	Building a Human-Focused Workforce	2:00 PM	5:00 PM	GLNN 316	Trainer Must Approve
11/6/2017	What's New With Medicare? Understanding Medicare for Caregivers	Work/Life Balance	12:00 PM	1:00 PM	CLSA 100A	Open Enrollment via DTS
11/7/2017	Astra Schedule for Academics	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
11/8/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
11/9/2017	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SSC 426	Enroll through Sponsor
11/9/2017	Women's Leadership Roundtable	Work/Life Balance	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
11/9/2017	Box Tips and Tricks	Skills and Competencies	1:00 PM	2:00 PM	SSC 150	Open Enrollment via DTS
11/9/2017	Understanding What to do for Injuries, Leaves and Workers' Compensation	Chair & Manager (MPP) Development	10:00 AM	11:30 AM	CLSA 100B	Open Enrollment via DTS
11/13/2017	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	4:00 PM	SSC 490	Enroll through Sponsor
11/13/2017	Identity Finder Training	Skills and Competencies	10:30 AM	11:30 AM	CLSA 100B	CANCELLED (min enrollment)
11/14/2017	Time & Labor - Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve
11/14/2017	Financial Services Walk-In	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
11/14/2017	Safe Zone 1 Ally Training	Building a Human-Focused Workforce	10:00 AM	12:00 PM	MLIB 043	Open Enrollment via DTS
11/16/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	8:30 AM	10:30 AM	KNDL 214	Trainer Must Approve
11/16/2017	Safe Zone 2 Ally Training	Building a Human-Focused Workforce	12:00 PM	2:00 PM	MLIB 043	Open Enrollment via DTS
11/16/2017	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
11/17/2017	Excel User Group	Skills and Competencies	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS
11/21/2017	ISA Contract Generation	CMS-HR [PeopleSoft: HR]	1:30 PM	2:30 PM	KNDL 214	Trainer Must Approve
11/22/2017	Person of Interest	CMS-HR [PeopleSoft: HR]	10:00 AM	11:30 AM	KNDL 214	Trainer Must Approve
11/22/2017	Faculty and Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	10:00 AM	11:30 AM	KNDL 214	Trainer Must Approve
11/28/2017	Box Tips and Tricks	Skills and Competencies	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
11/28/2017	Active Shooter Training: 19 Seconds	Growth & Development	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
11/28/2017	Webinar: Hispanic/Latino Student Success: Initiatives to Ensure Enrollment, Pers	Building a Human-Focused Workforce	11:00 AM	12:30 PM	KNDL 207/209	Open Enrollment via DTS
11/29/2017	Budget 201: How to Monitor your Budget	Administrative Support Series	3:00 PM	4:30 PM	CLSA 100B	Open Enrollment via DTS
11/30/2017	Budget 201 Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
12/1/2017	Excel User Group	Skills and Competencies	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS
12/5/2017	Avoiding Bias in Hiring	Administrative Support Series	9:00 AM	11:00 AM	ARTS 228	Open Enrollment via DTS
12/6/2017	Budget 201 Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
12/6/2017	Using Work Study to Hire Student Employees	Student Employment Processes	9:00 AM	11:00 AM	CLSA 100B	CANCELLED (min enrollment)
12/7/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
12/7/2017	Effectiveness Institute - Webinars "6 Essentials for Teams that Work"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
12/7/2017	Webinar: Bystander Intervention Use Current Trends in the Programs & Curricul	Building a Human-Focused Workforce	11:00 AM	12:30 PM	CLSA 100B	Open Enrollment via DTS
12/8/2017	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SSC 466	Enroll through Sponsor
12/8/2017	Women's Leadership Roundtable	Work/Life Balance	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
12/8/2017	Avoiding Bias in Hiring	Administrative Support Series	3:00 PM	5:00 PM	KNDL 207/209	Open Enrollment via DTS

Calendar of Events

Date	Title	Series	Start Time	End Time	Location	Enrollment Rule
12/11/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	3:30 PM	5:30 PM	KNDL 214	Trainer Must Approve
12/11/2017	ISA Contract Generation	CMS-HR [PeopleSoft: HR]	8:30 AM	10:30 AM	KNDL 214	Trainer Must Approve
12/12/2017	Box Tips and Tricks	Skills and Competencies	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
12/12/2017	CSU's Got Talent - Webcast: A New Strategy to Help you Step Outside Your Com	Growth & Development	10:00 AM	11:00 AM	Webcast	Webcast or Online
12/13/2017	Identity Finder Training	Skills and Competencies	10:30 AM	11:30 AM	CLSA 100A	Open Enrollment via DTS
12/14/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:15 PM	3:15 PM	KNDL 214	Trainer Must Approve
12/14/2017	Time and Labor Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:00 PM	SSC 410	Trainer Must Approve
12/14/2017	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
12/15/2017	Excel User Group	Skills and Competencies	11:00 AM	12:00 PM	YOLO 234	CANCELLED (min enrollment)
12/20/2017	Financial Services Walk-In	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
1/9/2018	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
1/9/2018	Heartsaver CPR/AED Training	Work/Life Balance	1:00 PM	4:00 PM	SSC 122/124	Open Enrollment via DTS
1/9/2018	Principles of Supervision	Leading Others	8:00 AM	12:00 PM	CLSA 100B	Contact PDEV
1/10/2018	Principles of Supervision	Leading Others	8:00 AM	12:00 PM	CLSA 100B	Contact PDEV
1/11/2018	Heartsaver CPR/AED Training	Work/Life Balance	9:00 AM	12:00 PM	SSC 122/124	Open Enrollment via DTS
1/11/2018	Principles of Supervision	Leading Others	8:00 AM	12:00 PM	ARTS 228	Contact PDEV
1/12/2018	Principles of Supervision	Leading Others	8:00 AM	12:00 PM	ARTS 228	Contact PDEV
1/16/2018	Schedule Build Overview	Academic Support Series	10:00 AM	12:00 PM	SSC 410	CANCELLED
1/17/2018	Cascade Server Training	Skills and Competencies	2:00 PM	5:00 PM	SSC 410	Open Enrollment via DTS
1/17/2018	Financial Services Walk-In	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
1/18/2018	Cascade Beginner Training for 3.0 Site Maintainers	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
1/18/2018	Cascade advance Training for 3.0 Site Maintainers	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
1/23/2018	Cascade Beginner Training for 3.0 Site Maintainers	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
1/24/2018	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
1/24/2018	Time and Labor Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:00 PM	KNDL 214	Trainer Must Approve
1/24/2018	Defensive Driver (Instructor Led)	Skills and Competencies	9:00 AM	12:00 PM	MLIB 043	Open Enrollment via DTS
1/25/2018	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
1/25/2018	Cascade advance Training for 3.0 Site Maintainers	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
1/25/2018	CSU's Got Talent - Webcast: Leadership & the Environment	Growth & Development	10:00 AM	11:00 AM	Webcast	Webcast or Online
1/30/2018	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
1/30/2018	Women's Leadership Roundtable	Work/Life Balance	12:00 PM	1:00 PM	CLSA 100B	CANCELLED
1/30/2018	Using Work Study to Hire Student Employees	Student Employment Processes	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
2/2/2018	Excel User Group	Skills and Competencies	10:00 AM	11:00 AM	YOLO 234	Open Enrollment via DTS
2/2/2018	ProCard Reconciliation Lab	Administrative Support Series	9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS
2/2/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
2/5/2018	Safe Zone 1 Ally Training	Building a Human-Focused Workforce	10:00 AM	12:00 PM	MLIB 043	Open Enrollment via DTS
2/5/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
2/5/2018	ProCard Reconciliation Lab	Administrative Support Series	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
2/6/2018	Faculty Workload Process	Academic Support Series	10:00 AM	2:00 PM	SSC 410	Open Enrollment via DTS
2/6/2018	Defensive Driver (Instructor Led)	Skills and Competencies	2:00 PM	4:00 PM	MLIB 043	Open Enrollment via DTS
2/6/2018	ProCard Reconciliation Lab	Administrative Support Series	3:00 PM	4:00 PM	SSC 410	Open Enrollment via DTS
2/6/2018	Navigating Difficult Conversations	Chair & Manager (MPP) Development	1:00 PM	2:00 PM	ARTS 228	Trainer Must Approve
2/7/2018	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	9:00 AM	11:00 AM	KNDL 214	Trainer Must Approve
2/7/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
2/7/2018	ProCard Reconciliation Lab	Administrative Support Series	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
2/8/2018	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	5:00 PM	SSC 466	Enroll through Sponsor
2/8/2018	ProCard Reconciliation Lab	Administrative Support Series	9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS
2/8/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
2/8/2018	ProCard Reconciliation Lab	Administrative Support Series	3:00 PM	4:00 PM	SSC 410	Open Enrollment via DTS
2/8/2018	ProCard Reconciliation Lab	Administrative Support Series	4:00 PM	5:00 PM	SSC 410	Open Enrollment via DTS
2/9/2018	ProCard Reconciliation Lab	Administrative Support Series	9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS
2/9/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
2/9/2018	ProCard Reconciliation Lab	Administrative Support Series	11:00 AM	12:00 PM	SSC 410	CANCELLED
2/9/2018	ProCard Reconciliation Lab	Administrative Support Series	1:00 PM	2:00 PM	SSC 410	Open Enrollment via DTS
2/12/2018	Safe Zone 2 Ally Training	Building a Human-Focused Workforce	10:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS
2/12/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
2/12/2018	ProCard Reconciliation Lab	Administrative Support Series	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS

Calendar of Events

Date	Title	Series	Start Time	End Time	Location	Enrollment Rule
2/13/2018	Financial Services Walk-In	Administrative Support Series	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
2/13/2018	ProCard Reconciliation Lab	Administrative Support Series	3:00 PM	4:00 PM	SSC 410	Open Enrollment via DTS
2/13/2018	Navigating Difficult Conversations	Chair & Manager (MPP) Development	9:00 AM	10:00 AM	CLSA 100B	Trainer Must Approve
2/14/2018	Box Tips and Tricks	Skills and Competencies	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
2/14/2018	Webinar: Black Student Success on Your Campus: Increase Recruitment, Retent	Building a Human-Focused Workforce	11:00 AM	12:30 PM	CLSA 100A	Open Enrollment via DTS
2/14/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
2/14/2018	ProCard Reconciliation Lab	Administrative Support Series	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
2/15/2018	Understanding What to do for Injuries, Leaves and Workers' Compensation	Chair & Manager (MPP) Development	2:00 PM	3:00 PM	CLSA 100B	CANCELLED
2/15/2018	Handshake 101: How to post student positions	Student Employment Processes	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
2/16/2018	Excel User Group	Skills and Competencies	10:00 AM	11:00 AM	YOLO 234	Open Enrollment via DTS
2/16/2018	Women's Leadership Roundtable	Work/Life Balance	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
2/16/2018	Principles of Supervision - Module 1: Supervisory Skills Assessment - Leads & MP	Leading Others	8:00 AM	12:00 PM	TBA	Contact PDEV
2/19/2018	Navigating Difficult Conversations	Chair & Manager (MPP) Development	3:00 PM	4:00 PM	CLSA 100B	Trainer Must Approve
2/20/2018	Peoplesoft Class Scheduling	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
2/20/2018	Time and Labor Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:00 PM	KNDL 214	Trainer Must Approve
2/20/2018	MPP: Valuing and Evaluating Staff	Chair & Manager (MPP) Development	1:00 PM	3:00 PM	CLSA 100B	Trainer Must Approve
2/21/2018	Tips for Better Business Writing and Editing	Growth & Development	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
2/22/2018	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	KNDL 207/209	Trainer Must Approve
2/22/2018	Budget 201: How to Monitor your Budget	Administrative Support Series	9:00 AM	10:30 AM	CLSA 100A	Open Enrollment via DTS
2/23/2018	Principles of Supervision - Module 2: Managing Performance & Developing Direct	Leading Others	8:00 AM	12:00 PM	TBA	Contact PDEV
2/27/2018	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
2/27/2018	Budget 201 Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
2/27/2018	Invest in Your Financial Future: Easy Ways to Save for Retirement	Understanding Our Benefits	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
2/28/2018	Budget 201 Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
2/28/2018	CSU's Got Talent - Webcast: An Introduction to Mindfulness Meditation	Growth & Development	10:00 AM	11:00 AM	Webcast	Webcast or Online
3/1/2018	Course & University Curriculum Process Steps	Academic Support Series	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
3/1/2018	ProCard Reconciliation Lab	Administrative Support Series	1:00 PM	2:00 PM	SSC 410	Open Enrollment via DTS
3/1/2018	ProCard Reconciliation Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
3/2/2018	Excel User Group	Skills and Competencies	10:00 AM	11:00 AM	YOLO 234	Open Enrollment via DTS
3/2/2018	Principles of Supervision - Module 3: Guiding & Organizing the Work - Leads & M	Leading Others	8:00 AM	12:00 PM	TBA	Contact PDEV
3/2/2018	ProCard Reconciliation Lab	Administrative Support Series	9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS
3/2/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
3/2/2018	ProCard Reconciliation Lab	Administrative Support Series	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
3/5/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
3/5/2018	Navigating Difficult Conversations	Chair & Manager (MPP) Development	1:00 PM	2:00 PM	CLSA 100B	Trainer Must Approve
3/6/2018	APSS: CRA + Insight	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
3/6/2018	ProCard Reconciliation Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
3/7/2018	Box Tips and Tricks	Skills and Competencies	1:00 PM	2:00 PM	CLSA 100B	Open Enrollment via DTS
3/7/2018	Purchasing Office Supplies & Equipment	Administrative Support Series	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
3/7/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
3/8/2018	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
3/9/2018	Principles of Supervision - Module 4: Managing Relationships - Leads & MPP	Leading Others	8:00 AM	10:00 AM	TBA	Contact PDEV
3/9/2018	Principles of Supervision - Module 5: Managing Yourself - Leads & MPP	Leading Others	10:00 AM	12:00 PM	TBA	Contact PDEV
3/9/2018	ProCard Reconciliation Lab	Administrative Support Series	9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS
3/9/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
3/9/2018	ProCard Reconciliation Lab	Administrative Support Series	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
3/12/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
3/13/2018	ProCard Reconciliation Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
3/14/2018	Financial Services Walk-In	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
3/14/2018	Dream Ally Training	Building a Human-Focused Workforce	2:00 PM	4:30 PM	CLSA 100B	Open Enrollment via DTS
3/14/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
3/16/2018	Excel User Group	Skills and Competencies	10:00 AM	11:00 AM	YOLO 234	Open Enrollment via DTS
3/20/2018	Time and Labor Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:00 PM	KNDL 214	Trainer Must Approve
3/20/2018	Budget 101 Training	Administrative Support Series	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
3/21/2018	Heartsaver CPR/AED Training	Work/Life Balance	1:00 PM	4:00 PM	SSC 122/124	Open Enrollment via DTS
3/21/2018	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
3/22/2018	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	4:00 PM	SSC 466	Enroll through Sponsor

Calendar of Events

Date	Title	Series	Start Time	End Time	Location	Enrollment Rule
3/22/2018	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
3/22/2018	CSU's Got Talent - Webcast: The 5 Essential Practices of Collective Wisdom	Growth & Development	10:00 AM	11:00 AM	Webcast	Webcast or Online
3/26/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
3/27/2018	Astra Schedule for Academics	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
3/27/2018	Women's Leadership Roundtable	Work/Life Balance	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
3/27/2018	Box Tips and Tricks	Skills and Competencies	9:00 AM	10:00 AM	CLSA 100A	Open Enrollment via DTS
3/27/2018	ProCard Reconciliation Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
3/28/2018	Life Cycle of a PO	Administrative Support Series	4:00 PM	5:00 PM	CLSA 100B	Open Enrollment via DTS
3/28/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
3/29/2018	ProCard Reconciliation Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
4/2/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
4/3/2018	Handshake 101: How to post student positions	Student Employment Processes	3:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
4/3/2018	ProCard Reconciliation Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
4/4/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
4/5/2018	ProCard Reconciliation Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
4/6/2018	Excel User Group	Skills and Competencies	10:00 AM	11:00 AM	YOLO 234	Open Enrollment via DTS
4/6/2018	ProCard Reconciliation Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
4/10/2018	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
4/10/2018	Student Employee Hiring Process	Student Employment Processes	2:00 PM	3:30 PM	CLSA 100B	Open Enrollment via DTS
4/10/2018	MPP: Valuing and Evaluating Staff	Chair & Manager (MPP) Development	9:00 AM	11:00 AM	CLSA 100B	Trainer Must Approve
4/11/2018	Employee Fee Waiver Information Session	Growth & Development	12:00 PM	1:00 PM	CLSA 100B	Open Enrollment via DTS
4/17/2018	Budget 201: How to Monitor your Budget	Administrative Support Series	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
4/18/2018	Box Tips and Tricks	Skills and Competencies	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
4/18/2018	Financial Services Walk-In	Administrative Support Series	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
4/19/2018	WTU, Time Base and Faculty Salaries Overview	Academic Support Series	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
4/19/2018	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	4:00 PM	SSC 466	Enroll through Sponsor
4/19/2018	Defensive Driver (Instructor Led)	Skills and Competencies	2:00 PM	4:00 PM	MLIB 043	Open Enrollment via DTS
4/20/2018	Excel User Group	Skills and Competencies	10:00 AM	11:00 AM	YOLO 234	Open Enrollment via DTS
4/24/2018	Budget 201 Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
4/25/2018	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
4/25/2018	Time and Labor Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:00 PM	KNDL 214	Trainer Must Approve
4/25/2018	Tactical Communication	Building a Human-Focused Workforce	9:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS
4/26/2018	Budget 201 Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
4/26/2018	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
4/26/2018	CSU's Got Talent - Webcast: Business Writing Bootcamp for Faculty, Staff and Ac	Growth & Development	10:00 AM	11:00 AM	Webcast	Webcast or Online
5/1/2018	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	4:00 PM	SSC 466	Enroll through Sponsor
5/1/2018	Using Work Study to Hire Student Employees	Student Employment Processes	1:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
5/4/2018	Excel User Group	Skills and Competencies	10:00 AM	11:00 AM	YOLO 234	Open Enrollment via DTS
5/9/2018	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
5/15/2018	Financial Services Walk-In	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
5/22/2018	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
5/22/2018	Defensive Driver (Instructor Led)	Skills and Competencies	10:00 AM	12:00 PM	MLIB 043	Open Enrollment via DTS
5/23/2018	Time and Labor Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:00 PM	KNDL 214	Trainer Must Approve
5/31/2018	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
6/1/2018	Excel User Group	Skills and Competencies	10:00 AM	11:00 AM	YOLO 234	Open Enrollment via DTS
6/7/2018	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
6/11/2018	Principles of Supervision - Module 1: Supervisory Skills Assessment - Leads & MP	Leading Others	8:00 AM	12:00 PM	TBA	Contact PDEV
6/12/2018	Financial Services Walk-In	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
6/12/2018	Principles of Supervision - Module 2: Managing Performance & Developing Direct	Leading Others	8:00 AM	12:00 PM	TBA	Contact PDEV
6/13/2018	Principles of Supervision - Module 3: Guiding & Organizing the Work - Leads & M	Leading Others	8:00 AM	12:00 PM	TBA	Contact PDEV
6/14/2018	Principles of Supervision - Module 4: Managing Relationships - Leads & MPP	Leading Others	8:00 AM	10:00 AM	TBA	Contact PDEV
6/14/2018	Principles of Supervision - Module 5: Managing Yourself - Leads & MPP	Leading Others	10:00 AM	12:00 PM	TBA	Contact PDEV
6/21/2018	Time and Labor Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:00 PM	KNDL 214	Trainer Must Approve
6/26/2018	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
6/28/2018	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
7/26/2018	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
8/24/2018	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor

Calendar of Events

Date	Title	Series	Start Time	End Time	Location	Enrollment Rule
9/26/2018	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
10/30/2018	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
11/15/2018	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
12/18/2018	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	10:00 AM	12:00 PM	KNDL 214	Trainer Must Approve
12/19/2018	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
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