



Dear INFORMS Users,

We are excited to share that training opportunities for the new and improved Time & Absence Enhancements are days away. Learning about these changes is essential, we highly encourage you sign up for a session and look forward to your participation.

Below please find specific details on the upcoming training opportunities.

### Where do I access the training?

Based on your role, choose one of the options below:

*Employees or Managers* – see specific details below of topics to be covered and course duration.

- Self-paced courses: view pre-recorded content available on the [INFORMS HCM webpage](#)
- Training Drop-in Labs: attend facilitated sessions where an INFORMS trainer presents recorded courses with a Q&A session for clarifications and summarize lessons learned after the recording is played. Visit the [INFORMS Calendar](#) and save meeting information for the training sessions to your Outlook calendar.

We highly encourage all employees to complete the respective Time Management – Time & Absence Enhancement training courses in preparation for the 23rd Pay Period (*starting from October 30th to November 12th – with Payday on: November 17th*) and **no later than November 12th**.

### Employee Self-Service (ESS)

- ESS 203: Time Management – Time & Absence Enhancements\*\*
- Estimated Duration: 3 Hours

*Topics covered will include -*

- **"One-stop Shop"** for Time and Absence entries
- **Two-week display**
- **Holiday Indicator**

\*\*Employees in MDFR, Bus and Rail Operators, whose time is captured by a separate "time collection system" are not required to take the Employee Self Service Time Management training.

### Manager Self-Service (MSS)

If you have employees reporting directly to you, you will need to know how to approve and correct "exceptions" for your employee's time and leave entries.

- MSS 204: Time management – Time & Absence Enhancements
- Estimated Duration: 3 Hours

*Topics covered will include -*

- **Allow Absence Entry** on the Timesheet
- **Combination of Time and Absence approvals**
- **In addition to the topics covered in the Employee Self-Service (ESS) course -**
  - **"One-stop Shop"** for Time and Absence entries

- **Two-week display**
- **Holiday Indicator**

We appreciate you taking the time to prepare yourself for the upcoming changes. If you have any questions, please contact your Department Personnel Representative (DPR).

Thank you,

INFORMS – Strategic Business Management (SBM) Division