



informs
Rollout 2: Human Capital Management



See the below details for INFORMS Rollout 2 training for employees and managers.

What courses do I need to take?

Training courses for Employees (that are not managers):

- ERP 101 Introductory Course - Overview of INFORMS,
- ERP 102 Introductory Course - INFORMS Navigation and Online Help,
- ESS 201 Employee Self Service - eProfile, ePay, and ePerformance,
- ESS 202 Employee Self Service – eBenefits,
- ESS 203 Employee Self Service - Time Management.

Training courses for Managers:

- ERP 101 Introductory Course - Overview of INFORMS,
- ERP 102 Introductory Course - INFORMS Navigation and Online Help,
- ESS 201 Employee Self Service - eProfile, ePay, and ePerformance,
- ESS 202 Employee Self Service – eBenefits,
- ESS 203 Employee Self Service - Time Management,
- MSS 204 Manager Self Service - Time Management,
- MSS 205 Manager Self Service - ePerformance Management (Employee Performance Evaluation),
- MSS 206 Manager Self Service - Updating Team Information.

Where do I access the training?

- Self-paced courses – view recorded sessions on [INFORMS Training](#) page.
or
- Facilitated sessions - INFORMS trainer presents **PREVIOUSLY RECORDED** courses with a Q&A after the recording is played. To view dates, go to the [INFORMS Calendar](#) and save meeting information for the training session(s) to your Outlook calendar.

Training Course List:

Course Name		Description
ERP 101	Introductory Course - Overview of INFORMS	This course introduces the INFORMS Project, covering Project Objectives, Goals, Training and Post Go-Live Support.
ERP 102	Introductory Course - INFORMS Navigation and Online Help	This course provides an overview of INFORMS, including the use of its menus and features for standard navigation within the application. This course also provides an overview of reporting functionality in INFORMS, including standard and customized query capabilities.
HCM 101	Introductory Course - Human Resources Fundamentals	This course provides a comprehensive review of the HR Fundamentals processes. Topics include Introduction to HR Fundamentals and an overview of reporting functionality in INFORMS, including standard and customized query capabilities. Additionally, the course explains roles and responsibilities, key process changes, integration points between HR and other Modules, and HR End-to-End Business Processes.
ESS 201	Employee Self Service - eProfile, ePay, and ePerformance	This course provides step-by-step instructions on how use INFORMS Self-Service functionality to review, edit, and manage Employee data online.
ESS 202	Employee Self Service - eBenefits	This course provides a detailed review of submitting life events, adding dependents, and enrolling employee's dependents to the different benefit plans.
ESS 203	Employee Self Service - Time Management	This course provides a comprehensive review of the Time Management process. Employees are responsible for submitting time and absence, viewing time exceptions, and understanding the process of leave donations.
DPR 303	Departmental HR - Time Management	This course provides a comprehensive review of the Time Management process. Approving an employee's time on behalf of Managers, approving absences, understanding and resolving the different severity levels of exceptions, managing work schedules, and understanding the reports and queries available.
DPR 301	Departmental HR - ePerformance Management (Employee Performance Evaluation)	This course provides step-by-step instructions on how to support Performance Management activities by performing administrative tasks, completing Employee evaluations, and running performance reports.
DPR 302	Departmental HR - Personnel Changes	This course provides a detailed overview of personnel changes such as position management, job data changes, HR transactions, and reports and queries.
DPR 321	Departmental HR - Recruitment	This course provides a comprehensive review of the Recruitment process including creating a job opening, screening applicants for minimum qualifications and preferences, employment offer and acceptance, preparing for hire, and managing hires.

Course Name		Description
DPR 304	Departmental HR - Updating Team Information	This course will provide a comprehensive review on recording and managing disciplinary reports, recording and submitting retirement, resignations and involuntary separation.
MSS 204	Manager Self Service - Time Management* <small>*There is also a version of this course for Timekeepers</small>	This course provides a comprehensive review of the Time Management process. Approving an employee's time and absence, managing exceptions, entering time and submitting absences on behalf of an employee, and managing work schedules.
MSS 205	Manager Self Service - ePerformance Management (Employee Performance Evaluation)	This course will prepare Managers on completing an employee's evaluation through the Team Performance module and will also prepare a manager's nominee and the evaluation's reviewer on completing their portions of the employee's evaluation.
MSS 206	Manager Self Service - Updating Team Information	This course will provide a comprehensive review on recording and managing disciplinary records for employees, recording and submitting retirement, resignations, and involuntary terminations for employees. This course also includes a review of approving employee's retirement and resignation request. Lastly, a review on requesting a leave and return from leave on behalf of an employee.