

HRMS Upgrade Training Schedule Announcement

Message for all HRMS Users:

View Only Users - this message does not affect you.

The HRMS Team is preparing for the systems Upgrade to the 9.0 release in November 2008. The upgraded system will be called Human Capital Management, (HCM). Most of the changes involve a change in the navigation. There are some changes to the HR pages, as well as a few changes to some of the HR processes. The Time a Labor pages are more user friendly. There are few changes, with exception of the navigation to Base Benefits and Payroll. The training will be showing the navigation changes and the differences in the page layout and any process changes. The training will not be hands-on.

On the CORE Website is the HCM 9.0 Upgrade Training Schedule. The Upgrade training is intended for current HRMS users only. Please have your Training Nominating Official enroll you in the appropriate Course/Date/Time/Session. We will be offering three (3) different dates for each of the applications, i.e., Human Resource, Base Benefits, Time & Labor, and Payroll.

The REVISED manuals will be posted to the CORE website later. Watch for the announcement.

To enroll, connect to the CORE Website Link for the HCM Upgrade Training Locations, Courses and Training Schedule: http://www.ok.gov/OSF/CORE/HRMS/All_HRMS_News.html

Oklahoma City Locations

Concourse Theater (225 seats available)

2401 N. Lincoln Blvd.

In the basement between Will Rogers & Sequoyah Buildings in the Capitol Complex

PHF Research Park Conference Center (65 seats available)

655 Research Parkway, Suite 100 (located parallel to the 600 block of Lincoln Blvd.)

Oklahoma City, Oklahoma 74104

Bring your parking ticket to the session to receive a token

Remote Site Locations

Lawton

Cameron University
Howell Hall, Room 111B
2800 W. Gore Blvd.
Lawton, OK. 73505

(10-08-08 – 12 seats available)

(10-14-08 – 5 seats available)

McAlester

Kiamichi Tech Center
301 Kiamichi Dr.
Main Office
McAlester, OK 74501

(10-08-08 – 21 seats available)

(10-14-08 – 4 seats available)

Stillwater

OK CareerTech
Information Commons
1500 West 7th
Stillwater, OK 74074

Map Link: <http://www.okcareertech.org/whoware/map2.htm>

(10-08-08 – 10 seats & 10-14-08 – 7 seats available)

Tulsa

OSU-Tulsa & OSU Center for Health Sciences
700 North Greenwood Avenue, North Hall, Room 220
Tulsa, OK 74106-0700

Website: <http://www.osu-tulsa.okstate.edu/lts/index.html>

(10-8-08 – 28 seats available)

(10-14-08 – 10 seats available)

Weatherford

Southwestern OK State University
100 Campus Drive
Administration Building, East Wing
Presidents Conference Room

Weatherford, OK 73096

(10-08-08 – 15 seats & 10-14-08 – 6 seats available)

Course Names and Numbers

- COR301 Hiring & Maintaining Employee Information & Managing Positions
- COR104 Base Benefits
- COR106 Time & Labor
- COR205 Processing Payroll

As a training guide the HCM Team suggests the different types of users attend the following training:

<u>User Type</u>	<u>Course(s) Recommended</u>
Human Resources	COR301, COR104 & COR106
Base Benefits	COR104
Time & Labor	COR106
Payroll	COR205, COR104 & COR106

HCM 9.0 Upgrade Training Schedule**Oklahoma City Locations**

Course	Date	Session Number	Time	Location
COR301	10-06-08	0004	Promptly at 8:00 AM – 12:00 PM	Concourse
COR301	10-07-08	0005	Promptly at 8:00 AM – 12:00 PM	Concourse
COR301	10-08-08	0006	Promptly at 8:00 AM – 12:00 PM	Regents
COR106	10-06-08	0002	Promptly 1:00 – 3:00 PM	Concourse
COR106	10-07-08	0003	Promptly at 1:00 – 3:00 PM	Concourse
COR106	10-08-08	0004	Promptly at 1:00 – 3:00 PM	Regents
COR104	10-13-08	0002	Promptly at 8:00 – 10:00 AM	Concourse
COR104	10-14-08	0003	Promptly at 8:00 – 10:00 AM	Regents
COR104	10-20-08	0004	Promptly at 8:00 – 10:00 AM	Concourse
COR205	10-13-08	0003	Promptly at 10:00 AM –12:00 PM	Concourse
COR205	10-14-08	0004	Promptly at 10:00 AM –12:00 PM	Regents
COR205	10-20-08	0005	Promptly at 10:00 AM –12:00 PM	Concourse

Remote Site Locations

COR301	10-08-08	0007	Promptly at 8:00 AM – 12:00 PM	Lawton
COR301	10-08-08	0008	Promptly at 8:00 AM – 12:00 PM	McAlester
COR301	10-08-08	0009	Promptly at 8:00 AM – 12:00 PM	Stillwater
COR301	10-08-08	0010	Promptly at 8:00 AM – 12:00 PM	Tulsa
COR301	10-08-08	0011	Promptly at 8:00 AM – 12:00 PM	Weatherford
COR106	10-08-08	0005	Promptly at 1:00 – 3:00 PM	Lawton
COR106	10-08-08	0006	Promptly at 1:00 – 3:00 PM	McAlester
COR106	10-08-08	0007	Promptly at 1:00 – 3:00 PM	Stillwater
COR106	10-08-08	0008	Promptly at 1:00 – 3:00 PM	Tulsa
COR106	10-08-08	0009	Promptly at 1:00 – 3:00 PM	Weatherford
COR104	10-14-08	0005	Promptly at 8:00 – 10:00 AM	Lawton
COR104	10-14-08	0006	Promptly at 8:00 – 10:00 AM	McAlester
COR104	10-14-08	0007	Promptly at 8:00 – 10:00 AM	Stillwater
COR104	10-14-08	0008	Promptly at 8:00 – 10:00 AM	Tulsa
COR104	10-14-08	0009	Promptly at 8:00 – 10:00 AM	Weatherford
COR205	10-14-08	0006	Promptly at 10:00 AM –12:00 PM	Lawton
COR205	10-14-08	0007	Promptly at 10:00 AM –12:00 PM	McAlester
COR205	10-14-08	0008	Promptly at 10:00 AM –12:00 PM	Stillwater
COR205	10-14-08	0009	Promptly at 10:00 AM –12:00 PM	Tulsa
COR205	10-14-08	0010	Promptly at 10:00 AM –12:00 PM	Weatherford